

Cellphone and Broadband Reimbursement Policy

Objective:

This document has been created in order to define the policy and procedures for cellphone and broadband reimbursements, on account of business-related costs incurred by employees, whilst using their personal devices.

Entitlement:

This policy is applicable to all employees who are at level L5 and above. The organization may from time to time provide reimbursement of telecom expenses across all levels as and when needed for any specific project or function.

Policy:

1. Cellphone charges will be reimbursed up to Rs. 500/- per month on production of bills/receipts (excl GST).
2. Broadband charges will be reimbursed up to Rs. 1000/- per month on production of itemized bills (excl GST).
3. In case of cellphones, only call & data charges can be reimbursed. Value-added services like OTT channel subscriptions, etc. will not be reimbursed.
4. International roaming charges & international calling charges may be approved over and above regular charges only if pre-approved by Director or Chief Operating Officer.
5. Broadband charges will not be reimbursed if the company has provided alternative connectivity options like dongle, etc.