

	Employee Accommodation Policy	Coffee Day/HR/16
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Employee Accommodation Policy

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	Designation	Department	Date
Authored By	Senior Manager - Human Resources	Human Resource	03/09/2011
Approved By	President - Human Resources	Human Resource	03/09/2011

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Introduction:

Cafe Coffee Day is expanding and café properties exist at diverse locations. At some of these locations it may be challenging to recruit and deploy local workforce. At certain locations we have VTC trainees and CCD employees who get deputed at various locations which are different from their base/ home town.

Objective:

In order to provide employees with hassle free stay and comfort of working, Café Coffee Day offers company accommodation. In the context of this policy, the accommodation refers to shared company accommodation. This document covers process and policies regarding allocation, stay and management of the company accommodation.

Eligibility:

- Employees on payroll of Café Coffee Day deputed to locations other than base city.

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Requisition, Approvals & Registration of Property:

New Accommodation

- **Need Identification & Requisition:** Accommodation identification and requisition, needs approval to be procured within the 1st 5 days of Business Development team handing over the Café to Projects. New accommodation requisition will be raised by Territory HR based on need.
- **Accommodation could be of 3 types**
 - Temporary (1- 2 months)
 - Short-term (6 months and below)
 - Long term (1 year)
- **Preliminary Approval:** The requirement of a new accommodation in a particular region has to be approved by Territory Manager of Operations.
- **Property Identification-**To be done by regional HR/ Admin from day 6th to 15th day of site handover to Projects. Where there are no HR managers based, in such cities Area Managers will assist HR in identification.
- **Approval of Rent, Deposit and Duration-**To be approved by Head HR and Head Ops. To be done between 15th to 20th day from site handover to Projects.
- **Registration of Company Accommodation-** Between day 21st to day 25th of site handover to Projects. Leave & License Agreement has to be made. Territory Manager will be the agreement signing authority. All agreements should be between LL and ABCTCL and not any individual.
- **Occupation-** Between days 26th to day 30th of site handover to Projects.
- **Brokerage-** Brokerage amount for property broker shall not exceed more than one month rent amount. Amount shall be paid by cheque after property has been occupied.

Existing Accommodation:

- Head Ops. and Head HR to review current need of such accommodation and arrive at a decision on continuing or discontinuing the accommodation.

Treatment of costs:

- The accommodation cost will be debited to the regional P & L and the cost will be jointly held by Territory HR and Territory Manager.

Administration of Property:

- Regional admin has to get identification, agreement and documentation done for the property.
- Regional admin has to conduct audit or audit the place before taking & giving handover of property.

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- Regional admin will visit all city accommodation once in every quarter to ensure that guest house is maintained well and in hygienic conditions.
- Highway and outstation accommodation visit will be done by Area manager once in a quarter to ensure that guest house is maintained well and in hygienic conditions.

Assets in Accommodation:

- Accommodation should be without any asset or property like furniture, equipment, instruments at the time of agreement.
- Occupants would be provided with cooking utilities like- utensils and hot plate. Utensil (Budget maximum Rs. 1000/-, hot plate budget maximum Rs. 1000)
- Occupants would be provided with mattress, 2 bed sheet, pillow, buckets (3 nos per accommodation), mug (3 nos per accommodation) .Max budget – Mattress Rs. 500/-, Bed sheet Rs. 150/- per bed sheet, Bucket Rs. 200 each, Mug Rs. 50/- each.
- For cold season, employees will be provided with water heater (Budget Rs. 400/- maximum).
- In normal course bed linen , bath linen, blankets will be individual effects other than in a guest house. Employees are expected to make their own arrangements
- Electricity, Hot plate bill will be paid by the company. The maximum limit of electric usage is monthly Rs.500/-. Any usage beyond this limit will have to be shared by the occupants. Kitchen items will be only for Highway cafes where food joints are not accessible.

Allocation of Company Accommodation:

- Allocation of company accommodation would be done by Regional HR. Only those employees who have been allocated to the Guest house are allowed to stay in the guest house.
- Letter of allocation will be provided by regional HR to every occupant before occupying the company accommodation. During Admin visit to Guest house employee may have to produce ID card or letter of authorization, if needed for verification purpose.
- Occupant's friends, relatives or any unauthorized person(s) are not allowed to occupy guest house for any period of time. Any event of an unauthorized person(s) found occupying the company accommodation will lead to strict action against the employee. Also occupants would be jointly responsible in case any authorized person(s) is / are allowed to stay in company accommodation.
- Regional Admin reserves right to cancel any allocation done after approval from territory HR head.
- Occupants shall deposit the room keys and allocation letter to the regional Admin when they leave the company accommodation. The security deposit will be refunded to them with that month's salary or Full and Final settlement whichever applicable.

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Deduction from Employees:

City Guest House		Highway Guest House
One time Security Deposit of Rs.500/- deductible in two installments.		One time Security Deposit of Rs.500/-
<i>Monthly Deduction depending upon the designation</i>		
<i>Designation</i>	<i>Monthly Deduction</i>	There will not be any monthly deduction from the occupants only one time security deposit
• Upto the level of TM 1	Rs.500	
• VTC Trainee	Rs.250	
• Support Staff	Rs.1,000	
• OT, Assistant Manager and Café Manager in Operations	Rs.1,000	

- **Note:** Employees who are eligible for City Compensatory Allowance would not be given company accommodation, in case they avail company accommodation, City Compensatory Allowance would cease with effect from date of occupying the company accommodation.

Damages to Guest House Asset:

- Any damages to basic fixed assets of the guest house like fan, tube light, bulb, Bathroom and kitchen fixtures windowpanes, doors, locks etc. would be collective responsibility of the employees sharing the company accommodation and equal deduction would be made by dividing the cost of damages to number of people sharing the company accommodation at the time of damage.
- If there is damage to the property, any charges incurred in repair/replacement will have to borne by the person responsible for the damage. If the damage is not done by a particular person, occupants have to share the cost incurred in repair/ replacement of the damages.
- Cost incurred on loss of keys must be settled by the person losing the key which will be charged to the employee at Rs.75/-.
- There would not be any deduction for damages to supplementary items given by company like Utensils, Hot plate, Bucket-mug, Bedroll set after 24 months, any damages prior to that would be computed on pro rata basis of six months set.

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BASIC GUIDELINES

- Smoking, tobacco, gutka, any illegal substance and alcohol consumption are not permitted at company accommodation.
- Occupants are advised not to keep valuables in the company accommodation and they will be responsible for the safety of valuable items if kept in the rooms.
- Visitors coming to see an employee staying in the company accommodation should meet them in outside area and are not allowed to visit the rooms of the Guest house.
- Any letter, bills, notice or any other written communication delivered to company accommodation will have to be handed over by occupants to Area Manager who has to in turn handover to Regional admin.
- Occupants are advised to keep noise levels to minimum which should not affect the neighbors. Any complaints coming from neighbors or landlord will be addressed and action will be taken on concerned occupants.
- Occupants are advised to keep company accommodation clean and to best of hygiene condition. This is directly linked to the health and safety of occupants. Regional admin and Area Manager will perform surprise audits at the company accommodation and any deviations will lead to action on concerned occupants.
- Occupants may come from diverse background and are advised to live at company accommodation with peace and harmony and respect for each other, neighbors and outsiders. Any events of misbehavior, quarrel between occupants or with outsiders will lead to strict action against the concerned person.
- In case an occupant has to give residential address to any outside authority- private or government, they need a written permission from regional HR head. In either case company will not be responsible for any litigation or obligation arising from the same.
- Occupants are advised to go through the copy of company accommodation legal agreement. Apart from the terms and conditions mentioned in this policy document, occupants will have to abide by terms and conditions mentioned in the company accommodation legal agreement.
- Any exception should be approved by the HR HOD.

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Checklist for inspection of property

Accommodate name and address:	Date:	Observed by:
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	Checklist	Yes/No	Description
1	Entrance clean and free of clutter		
2	Door lock in place and functional		
3	Any bills, letters or notice received at Guest house		
4	Window glasses/panes intact		
5	Balcony clear and free of clutter and debris		
6	Rooms clear, clean and in hygienic condition.		
7	Lights, fan and any electric equipment not in use switched off		
8	Electric meter functional		
9	All electric boards and points safe and no exposed wires		
10	All walls clean		
11	No banned substance found		
12	Occupants as per approved list		
13	Rent paid		
14	Electricity bill paid		
15	Society charges, if any, paid		
16	Utensils matched as per list		
17	Mattress, bed sheets, pillows matched as per list		
18	Bucket, mugs matched as per list		
19	Any replacement/ repair of items given by company required?		
20	Water available		
21	Any other observation		

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LEAVE & LICENCE AGREEMENT TEMPLATE

AGREEMENT OF LEAVE & LICENCE

This agreement of LEAVE & LICENCE is made and executed on this the _____(eg. 10th day of November 2004).

BY AND BETWEEN

(herein after referred to as the LICENSOR which expression shall mean and include their heirs, executors and assigns) of the ONE PART

AND

M/s Amalgamated Bean Coffee Trading Company Limited a Company incorporated under the Companies Act, 1956 and having its Corporate office at Coffee Day Square, 22/2 Vittal Mallya Road, Bangalore - 560001, represented hereby by its Authorized Signatory _____ (hereinafter referred to as the LICENSEE which expression shall mean and include its successor in interest and assigns) of the OTHER PART.

WHEREAS the LICENSOR is the Owner in possession of the of a residential building at (herein after referred to as the 'SCHEDULED PROPERTY'). A copy of the sale deed dated _____ relating to purchase of the SCHEDULED PROPERTY along with a copy of the Khata certificate of the SCHEDULED PROPERTY are annexed herewith as Annexures 1 & 2.

WHEREAS the LICENSEE is desirous of taking on LEAVE & LICENCE the SCHEDULED PROPERTY for its employees for the purpose of accommodating such employees of the Company;

AND WHEREAS the LICENSOR has agreed to grant and the LICENSEE has agreed to accept LEAVE & LICENCE of the SCHEDULED PROPERTY (which is more fully and particularly described in the Schedule hereunder and hereinafter referred to as the SCHEDULE PROPERTY) subject to the terms and conditions hereinafter set out.

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NOW THIS AGREEMENT WITNESSETH:

That in consideration of the rent hereby reserved and of the terms, conditions and covenants of LEAVE & LICENCE contained and on the part of the parties to be observed and performed, the LICENSOR hereby agrees to grant and the LICENSEE hereby agrees to accept a LEAVE & LICENCE of the mentioned

SCHEDULED PROPERTY**1.RENT:**

The rent payable by the LICENSEE for the SCHEDULED PROPERTY, shall be a sum of Rs. _____/ (Rupees _____ Thousand only) per month payable by the 10th of the every month for the month immediately preceding such payment. The LICENSOR shall hand over the possession of the property on the _____, and effectively the LEAVE & LICENCE period commences from the _____, for payment of rent.

2.DURATION

The Duration of the LEAVE & LICENCE shall be for a period of 11 months from the date of taking possession of the SCHEDULE PROPERTY i.e. from _____ to _____ (both days inclusive), and thereafter it will be renewable for further terms of 11 months each with an increase of 5% on the rents last paid at the end of every 11 month term.

3.DEPOSIT:

The LICENSEE shall pay to the LICENSOR a sum of Rs. _____/-(Rupees _____ only) as interest free deposit and the same shall be held by the LICENSOR during the continuance of the LEAVE & LICENCE and/or any extension thereof and shall be repaid to the LICENSEE, free of interest as follows.

After, the end of the LEAVE & LICENCE period or sooner determination of the LEAVE & LICENCE/or an extension thereof or earlier termination by giving one months' notice by the LICENSEE to the LICENSOR, full deposit will be repaid to the LICENSEE without making any deductions.

4.TAXES, DEPOSITS, ASSESSMENT CHARGES

The LICENSOR shall pay all taxes, deposits, maintenance, assessment and other out goings, whatsoever of every description including Corporation charges which under the

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statute are leviable unto the LICENSOR and shall keep the SCHEDULED PROPERTY free from all encumbrance & interference in this behalf.

5.ELECTRICITY, WATER

The LICENSEE shall pay directly the electricity charges and water charges to the concerned authorities utilised for their own use as per the actual meter reading of the SCHEDULED PROPERTY during the period of LEAVE & LICENCE.

6.NATURE OF USE PERMITTED

The LICENSEE shall be entitled and permitted to use the SCHEDULED PROPERTY for residential purpose & to accommodate its employees only, and shall not use or permit the use of the Schedule Property for any unlawful purpose likely to endanger the building or the people within the area.

7.SUBLEAVE & LICENCE

The LICENSEE shall not be entitled or permitted to assign, underlet or sublet the SCHEDULE PROPERTY or any part thereof to anybody whatsoever.

8 MAINTENANCE

The LICENSEE shall keep the SCHEDULED PROPERTY in a fit and proper state subject to normal wear and tear by day to day maintenance including the fittings and fixtures, etc.

9 LICENSORS COVENANT

The LICENSEE paying the rents hereby reserved and observing and performing the terms, conditions and covenants of the LEAVE & LICENCE herein contained shall be entitled to quiet possession and peaceful enjoyment of the SCHEDULE PROPERTY without any let hindrance interruption or disturbance by or from the LICENSOR, their heirs or by any person claiming through or under in trust for the LICENSOR or their representatives and the LICENSEE shall allow the LICENSOR and his authorised agents with reasonable notice at day hours to inspect the SCHEDULE PROPERTY.

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10 LICENSEE'S COVENANT

The LICENSEE shall not claim any tenancy rights or any other rights than those specially mentioned herein and this agreement thereby gives the right to the LICENSEE to the SCHEDULED PROPERTY for occupation for the agreed period only.

11 TERMINATION OF LEAVE & LICENCE

The LEAVE & LICENCE shall be terminable under all or any of the following circumstances namely:-

- a) By efflux of time
 - b) In the event of non-payment of rent by the LICENSEE for a period of two consecutive months, and the default continuing in spite of the LICENSOR having issued one months notice calling upon the LICENSEE to pay the arrears of rent.
 - c) In the event of breach by either party of the terms, conditions & covenants hereof.
 - d) If the SCHEDULE PROPERTY or any part of it is severely damaged or destroyed due to any circumstances or civil commotion, acts of God etc. & these damages cannot be restored by the LICENSOR within a reasonable time or if the LEAVE & LICENCE premises is acquired compulsorily by any authority.
 - e) The LICENSEE will have the option of terminating the LEAVE & LICENCE and vacating the premises at any time on serving one-month notice to the LICENSOR.
12. The LICENSEE shall deliver back vacant possession of the SCHEDULED PROPERTY to the LICENSOR immediately upon the expiry of the term of LEAVE & LICENCE or earlier termination if any, in good and tenantable condition subject to reasonable wear and tear upon which the LICENSOR shall return the Security deposit free of interest immediately to the LICENSEE without any delay as per clause (3).
13. Upon termination or sooner determination of this LEAVE & LICENCE and the LICENSEE surrendering vacant possession of the SCHEDULE PROPERTY to the LICENSOR, the Security deposit of Rs. _____ /-(Rupees _____ Thousand Only) shall simultaneously be refunded by the LICENSOR to the LICENSEE. If the LICENSOR fails to refund the security deposit, the LICENSEE shall be entitled to hold the SCHEDULED PROPERTY without any rent until the time the security deposit is refunded to the LICENSEE. The LICENSOR shall also pay interest at 18% p.a. on the said security

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deposit till it is refunded to the LICENSEE. The LICENSEE shall not adjust the current rents against the said deposit under any circumstances during the subsistence of this LEAVE & LICENCE. The LICENSOR shall not demand additional deposit during the LEAVE & LICENCE period.

SCHEDULE

All that piece and parcel of the residential building at _____
_____ (address of the property)

IN WITNESS WHEREOF the parties hereto set their respective hands and seals to these presents on the day, month and year first hereinabove mentioned.

WITNESSES:

1. LICENSOR

2. LICENSEE

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TEMPLATE OF GUESTHOUSE RENTER'S RESPONSIBILITY AGREEMENT

GUEST HOUSE RENTER'S RESPONSIBILITY AGREEMENT

This responsibility agreement is made and entered into by and between Café Coffee Day

And

_____ (Employee Name)

The below House Rules form part of the Corporate Guest House Terms and Conditions:

House Policy

At our Guest Houses we expect residents to respect each other's rights for safety and privacy. We expect residents to follow the Conditions and Responsibilities of our House Rules and Agreement, as set out below:

Security Deposit

A security deposit of Rs. _____ per room is payable up-front to secure your stay on the company premise. The purpose of this deposit is to cover any damages or breakages that may occur during the employee's stay. The deposit will be refunded at the end of the employee's stay following inspection of the property and settlement of all accounts owing.

Section A: SAFETY & HEALTH ISSUES

1. Smoking, tobacco, gutka, alcohol and consumption of any illegal substances anywhere in the building is strictly prohibited.
2. No tampering of any electrical appliances including light fittings, or hot water services. If there is damage to the property, any charges incurred in repair/ replacement will have to borne by the person responsible for the damage. If the damage is not done by a particular person, occupants have to share the cost incurred in repair/ replacement of the damages. Contact the Property Manager immediately to advice of any electrical fault.
3. Security of your personal items is your responsibility. Each room has a secure locking device on the door; it is recommended that you secure the door whenever you leave your room.
4. It is not allowed to bring or consume alcoholic drinks in the guest house
5. Rooms must be kept clean and tidy: free from floor clutter, food scraps, bottles and rubbish.
6. All cups, plates, cutlery etc. must be promptly returned to the kitchen and put away. They should not be left in the bedrooms.
7. All common areas should be kept clean from cups, dishes, newspapers, cutlery, etc. after use.

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8. No loud music, outdoor lights, obscene language or behaviour that can disturb or offend other residents or neighbours.
9. Visitors coming to see an employee staying in the company accommodation should meet them in the visitor's area and are not allowed to visit the rooms of the Guest house.

Section D: GENERAL ISSUES & CHARGES

1. No furniture or existing house items are to be removed from the property
2. No personal items such as clothing, shoes, books, stationary etc, should be left lying around in any of the common areas.
3. It is advisable to keep the front and back doors secured.
4. Cost incurred on loss of keys must be settled by the person losing the key.
5. Lights should be turned off when any room is unoccupied. Heaters and air-conditioners should be used only when the room is occupied.
6. Deductions:

City Guest House		Highway Guest House
One time Security Deposit of Rs.500/- deductible in two installments.		One time Security Deposit of Rs.500/-
<i>Monthly Deduction depending upon the designation</i>		
<i>Designation</i>	<i>Monthly Deduction</i>	There will not be any monthly deduction from the occupants only one time security deposit
• Upto the level of TM 1	Rs.500	
• VTC Trainee	Rs.250	
• Support Staff	Rs.1,000	
• OT, Assistant Manager and Café Manager in Operations	Rs.1,000	

I hereby understand the rules of the guest house and agree to adhere with the terms and policies

Name _____

Signed _____ Date _____

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