

Company XYZ

Employee Relocation Policy

PURPOSE

This policy is designed to assist transferring employees and approved new hires with their Company requested relocation. Assistance provided is in the form of services and financial support. The intent of this assistance is to support the employee, new hire and family during the move process and reduce the cost impact of the relocation. It is not the intent of the Company to assist in upgrading housing or lifestyle. All assistance is provided at the discretion of the Company management and the Human Resources department and is subject to change at any time.

SCOPE

This policy guideline applies to Manager level employees who are relocated from and to locations within the United States.

GENERAL

Appropriate approval of the relocation by the employee's management must be received prior to any actions or expenditures taking place related to the relocation.

Employees are responsible for keeping accurate expense records, completing relocation expense reports and providing clear, readable receipts. The Director Human Resources is responsible for interpretation of this policy and must approve any exceptions.

ELIGIBILITY

Eligibility for relocation assistance is based on the following requirements:

- The assignment is intended for 52 weeks or more.
- The change in commuting distance between the origin work location and the destination work location is 50 miles or more based on the shortest common route. The employee must meet the IRS 50 mile test.
- The relocation and all assistance occurs within 12 months from the transfer or hire date.

POLICY PROVISIONS

INTRODUCTION

You're about to make a major change. Relocating to a new area can be very exciting. There are many new opportunities and experiences ahead, and a new assignment awaits you. It is also common to feel apprehensive and perhaps sad about leaving family and friends behind. Moving and changing jobs surface many emotions and is typically a stressful time for the whole family.

The Company offers a complete relocation program including professional assistance and financial support. Our objective is to reduce the burden to you and your family. You are strongly encouraged to use this assistance regardless of how many times you have moved. The world is constantly changing, including real estate markets, the national and local economies, laws, practices, trends and tastes. Keeping up with all of the things that impact relocation is impossible. Use this assistance to make educated decisions about your home and your future lifestyle.

HOMEFINDING TRIP

In order for you and your spouse to choose a community and a home, you may make one trip to visit the new location for a maximum of seven days total. The employee and spouse or another adult household member who will relocate to the destination location may take the trip. You will be reimbursed for coach airfare, hotel, phone, rental car and meals. Should you use your personal automobile for the trip mileage (at rate in The Company's travel policy) or rental car costs and expenses as per the Company's standard travel policies will be reimbursed. Child or elder care costs will be reimbursed up to a maximum of \$50 per day. Expense reports should be submitted to the _____ for reimbursement.

HOMEFINDING ASSISTANCE

If you are considering the purchase of a home, the _____ will provide homefinding assistance to help locate qualified real estate agent(s) offering the desired type of agency representation. The _____ will interview you and/or spouse prior to the homefinding trip to assure agent(s) are selected for the area(s) of interest and are prepared to guide you during the trip. This assistance helps assure the homefinding trip is properly focused and successful. However, The Company will not reimburse home purchase closing costs.

RENTAL ASSISTANCE

If you choose to rent a home or apartment the _____ will provide assistance locating communities and rentals that meet your needs. You will be guided in what information is needed for lease applications and in identifying and clearing any credit issues. Any rental finder's fees in the new location are your responsibility and will not be reimbursed by The Company.

TEMPORARY LIVING AND RETURN HOME VISITS

You may be required to report to work at the new location prior to relocating your family and personal belongings. Temporary living costs, in the destination location will be reimbursed for up to 30 days. Temporary living will be reimbursed for your family not to exceed employee's temporary living if necessary. The _____ can provide you with assistance in finding temporary housing at the destination location. The employee may make a return trip home every two weeks, two trips maximum during the 30 day temporary living period.

SHIPMENT OF HOUSEHOLD GOODS & AUTOS

The _____ will arrange for your personal belongings and household goods to be shipped to the destination location aboard a qualified household goods carrier. The Company will be billed directly for these services. The van line will pack, load, unload and provide some unpacking of your goods. Storage-in-transit for up to 30 days is available. The van line should be notified in advance if storage-in-transit is planned. One point of origin, delivery to a storage facility, loading from that storage facility and one point of final destination will be covered. If you have items picked-up or delivered to a second site, you must pay for this additional service. Simple disconnection and re-hookup for plumbing for washers and refrigerators will be covered. The van line will arrange for this service.

Insurance (or valuation) be provided at replacement cost for the item up to \$75,000 for the entire shipment. Details to the definition of replacement cost are available from the van line. Claims must be submitted within 90 days of the date of delivery.

One registered, road-worthy vehicles can be shipped on a qualified car carrier arranged by the van line. Recreational vehicles such as large or motorized boats, motorcycles, jet skis, snowmobiles, ATVs or similar vehicles and antique vehicles are not covered. You should consider driving to the new location and moving this type of vehicle in a trailer.

Building materials, firewood and any hazardous materials cannot be included in the shipment. Plants, food and other perishables, expensive belongings (jewelry) or extensive hobby collections, and those items of sentimental value will not be loaded on the van.

FINAL MOVING TRIP

Airfare or mileage for two cars and meals will be reimbursed at the present rate. Travel by car must be by the most direct route. If you plan to take vacation time during the move trip, the additional expense will be your responsibility. You are expected to travel at least 350 miles per day. The Company will also reimburse hotel costs for one night in the origin location and until your goods arrive at the destination location to a maximum of seven days.

EXPENSE MANAGEMENT AND TAX ASSISTANCE

Certain reimbursements, paid to you on your behalf and associated with your relocation are taxable as income to you as determined by the Internal Revenue Service (IRS). A listing of these expenses can be found in Publication 521 and can be found at the IRS web site:

www.irs.ustreas.gov

The company recognizes the impact this may have on your personal finances and has calculated a sum to assist with the additional tax burden. This sum, or gross up, will be calculated based on your Company income, marital status and number of dependents you will be allowed when filing your tax returns. Income from sources other than the Company, such as spousal income, prior employer, investments and stock options, will not be included in this calculation. A detailed package of this information will be sent to you in January of each year following the year in which you received reimbursements, recapping this information to assist in filing your tax returns.

This calculation will be reviewed from time to time and may change to reflect Federal and State tax law changes. Consult your _____ for further information on this gross up benefit.

REPAYMENT AGREEMENT

Should the employee voluntarily leave the Company prior to 12 months from the date of transfer or hire date, the employee must repay the total cost of relocation.

I have read and understand the terms and conditions of relocation assistance contained in this policy, including the REPAYMENT AGREEMENT.

Signed

Date

Print Name