

Company X



Lump Sum Relocation Policy

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## Summary of Benefits

Policy Provision	Description
Eligibility	<ul style="list-style-type: none"><li>• Current Employee</li><li>• New Hire</li><li>• Exempt</li><li>• Must sign a 24-month Payback Agreement</li><li>• Must meet the 50 mile rule</li></ul>
House Hunting Housing/Miscellaneous Relocation Expenses Allowance	<ul style="list-style-type: none"><li>• Non-accountable \$_____ Lump sum</li></ul>
Move and Transition Expenses	<ul style="list-style-type: none"><li>• Normal household goods move via van line</li></ul>
Settling-In Services	<ul style="list-style-type: none"><li>• The Destination Specialist will be responsible for assisting the employee with several services upon his/her arrival in the US.</li></ul>
Final Move Expenses	<ul style="list-style-type: none"><li>• Reasonable expenses for meals, transportation and hotel will be reimbursed</li></ul>
Spousal Employment Assistance	<ul style="list-style-type: none"><li>• Career counselling for spouse that includes designated career coach, resume writing and review, interview techniques, on-going support.</li></ul>
Tax Assistance	<ul style="list-style-type: none"><li>• Cross-up for Federal, State, and FICA taxes</li></ul>

# ELIGIBILITY

## Overview

The provisions outlined in the COMPANY X Relocation Policy are designed to help minimize the economic inconvenience normally associated with career relocation and assist in a smooth and productive transition to your job.

## Frequency

Employees must have not received a company-sponsored relocation within the previous 24 months.

The distance between your former residence and your new job site must be at least 50 miles greater than the distance between your former residence and your former job site.

You are eligible for the assistance described in this policy, if:

- You are a new hire or a current employee and are requested by COMPANY X to relocate
- You have signed a repayment agreement.

## Family

Your family members eligible for assistance under this policy include your spouse or domestic partner, dependent family and/or current household members. In the event that an additional member of your household is asked to relocate, you are eligible to receive only one set of benefits.

## Repayment/Termination

Should you elect to voluntarily resign or terminate your employment with COMPANY X during the 24 month period immediately following your effective date of transfer, you will be expected to repay COMPANY X per the terms that are outlined in the Repayment Agreement.

## Time Limit

You are eligible for the benefits extended to you in this policy for up to 12 months following your effective date of transfer. All expense reports related to your relocation are required to be submitted to your relocation Counselor at ARC Relocation within 14 days of the date of incurring the expense.

## Disclaimer

COMPANY X has the sole right at any time to revise this policy. This policy shall not be considered or construed as a guarantee of continued employment.

# REPAYMENT AGREEMENT

The Company has agreed to provide you with relocation benefits and/or reimbursements for relocation expenses, as outlined in this policy. The relocation benefits being offered to you are at a significant cost to the Company. As a condition for relocation assistance, you will be required to sign a Repayment Agreement, outlining the repayment terms and conditions should you voluntarily leave the Company within the designated timeframe. Please find a copy of the repayment agreement on page 7 of this document. Please sign and return to your ARC Relocation Representative.

# RELOCATION EXPENSES

## Overview

Accepting a new job assignment that requires a move to a new location provides both challenges and opportunities for career development and personal growth. The Company wants to assist you in making a smooth transition to the new location by providing professional assistance to you and assisting with the expenses associated with your move; however, consistent guidelines apply to all reimbursements.

## Relocation Expenses

You will receive one lump sum payment to assist with your house hunting trip, temporary housing and any other miscellaneous expenses incurred during your relocation. In addition, due to tax considerations, you will need to submit an expense report, with original receipts, for your final trip to the new destination.

General reimbursement guidelines for the expense report are as follows. Please read these carefully:

- All reimbursable expenses must be reasonable and appropriate.
- All relocation benefits are reflected in U.S. dollars.
- All reimbursable moving expenses must be incurred within 12 months from the date of transfer and submitted for payment within 14 days from the date incurred.
- Only expenses specifically outlined in the policy will be reimbursed.
- Original receipts taped to white paper must accompany the expense report.
- Be sure to keep a copy of the expense report and receipts.

Please submit your final move expenses via ARC's online portal. For assistance please contact your Counselor at ARC Relocation. The toll free number for COMPANY X provided by ARC Relocation is: 1-866-697-3561. [www.arcrelocation.com](http://www.arcrelocation.com)

**Do not charge any relocation expenses to your corporate credit card. All relocation expenses must be paid in cash or put on your personal credit card.**

# MOVING AND TRANSITION EXPENSE

## Overview

The Company selects a traditional van line vendor and makes arrangements for the shipping of all normal household goods. Insurance, for the items packed by the moving company, is provided. Please note that you are responsible for packing all non-fragile items such as wardrobes.

## Items Not Eligible to be Transported

COMPANY X does not cover the shipment of valuables such as currency, important papers, antiques, original art, jewelry, furs, collections of stamps, coins, wine, etc. Neither COMPANY X nor the movers will assume liability for such items. It is strongly recommended that you do not ship valuables by mover, but carry them with you as you travel to your new location. Additional items not included in the shipment of normal household goods include, but may not be limited to:

- pets
- boats or planes

- building materials
- firewood
- alcohol
- heavy equipment
- oversized items (e.g., home fitness centers)
- hazardous materials (including ammunition)
- hot tubs
- collections of large and/or fragile items

### **Travel to the New Location**

You will be reimbursed for one-way transportation **via the most cost effective direct route** for you and your family to the new location for your final move trip. You will be reimbursed for the following reasonable expenses while en route and while waiting for your household goods to be delivered:

- lodging
- meals (\$40 per person per day)
- mileage (at current corporate rate), parking, and tolls

Your ARC Relocation Counselor will provide a relocation expense form. Complete this form, tape original receipts to white paper and send the form and the receipts to your ARC Relocation Counselor. ARC Relocation will send you a check for reimbursement for eligible expenses.

**You must use a personal credit card for relocation expenses. If you do not have one, notify your ARC Relocation Counselor immediately.**

## **LUMP SUM PAYMENT**

### Overview

COMPANY X will provide you with a Lump Sum Allowance of \$\_\_\_\_\_. This will be paid when you begin work in your new location (or when on payroll if a new hire). The allowance is intended to cover any house hunting, temporary housing or miscellaneous expenses that may occur as a direct result of your move.

These may include:

- flights, hotel and meals for house hunting
- temporary housing
- tips to movers
- Labor needed for movement of household goods to curbside at departure residence and movement of household goods into destination residence. (Service may be provided by ARC Relocation but at expense of the employee)
- utility hookups and/or deposits
- shipment of items which the company does not cover
- child, elder or pet care during the move
- purchase of items needed in your new home
- cost of extra crating or moving oversized items

## SPOUSAL ASSISTANCE

Through ARC Relocation (ARC), COMPANY X can offer a Spousal Relocation Program providing your spouse or partner with professional coaching and practical assistance for conducting a successful job search. We understand that each spousal relocation career transition is as unique as the person making it - and we've assembled the most comprehensive and flexible suite of services to power your successful Professional search.

The Broadest Range of Transition Resources Available

Your Professional Program includes access to all of the following elements:

- Dedicated career coach
- Resume review
- Interview skills and techniques
- On-Demand, Expert-led Training
- 24/7 access to a Client WebCenter
- Access to career database
- 3 month comprehensive program
- Ongoing Alumni Services

## TAX ASSISTANCE

Your eligible non-deductible relocation expenses will be grossed-up and the appropriate taxes will be paid directly to the appropriate government agencies (Federal, State, and FICA). Year-end accounting is based upon your salary from The Company alone and does not take into account any other household income.

Provision	Taxable	Excludable	Tax Assisted
House Hunting Temporary Housing/ Miscellaneous Expense Lump Sum	Yes		Yes
Household Goods Move	Yes		Yes
Final Move Trip	Yes		Yes
Spousal Employment Assistance	Yes		Yes

# REPAYMENT AGREEMENT

**Employee Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Employee ID Number:** \_\_\_\_\_

**Effective Date of Employment: RE: Relocation from** \_\_\_\_\_ **to** \_\_\_\_\_

In accordance with the Company X relocation policy, I am eligible to receive reimbursement for specified relocation expenses. Prior to receiving any reimbursements and/or advances, I agree to and understand the following:

If I voluntarily elect to terminate my employment or am terminated for cause or gross misconduct within two years from the effective date of my relocation, I agree and promise to repay Company X, per the below schedule, total relocation dollars reimbursed and/or advanced, including all expenses that were directly billed to Company X.

Repayment Schedule	Percentage due and payable to the Company
0 to 12 months	100%
13 to 16 months	75%
17 to 20 months	50%
21 to 24 months	25%

I agree that Company X may retain and set off any compensation owing to me as repayment to Company X for any relocation expenses I owe Company X in connection with the preceding two paragraphs.

As to any Relocation Expenses that I become obligated to repay to Company X, I agree to repay such Relocation Expenses within 30 days following the effective date of Employment Termination, and I also accept responsibility for any tax liabilities, credits, and/or deductions that I may incur as a result of this Agreement.

If either you or Company X bring a lawsuit to enforce its rights under the agreement, I agree to pay all costs (including court costs and attorney fees) incurred by Company X.

This Agreement does not constitute a contract of employment or a guarantee of employment for one year or otherwise. Employment is at-will at all times, including but not limited to the first year after relocation.

This Agreement contains the entire agreement of the parties relating to its subject matter and supersedes any prior written or oral agreements relating to its subject matter. No modification of this Agreement shall be valid unless made in writing and signed by both parties. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

Intended to be legally bound hereby, this agreement is executed on \_\_\_\_\_, \_\_\_\_, 20\_\_.

Employee Signature \_\_\_\_\_