

Company X

TIER 1;

INTERNATIONAL RELOCATION



BENEFIT SUMMARY DOCUMENT

Provision	Description
Eligibility	Current or newly-hired, full-time employees who are not US citizen and at grade 9 or above.
Home Finding House-hunting	<ul style="list-style-type: none"> • 1 trip not to exceed 5 days • Round trip transportation and reasonable lodging customary for the area incl. Rental car, phone, miscellaneous expenses. • Meals up to \$35.00 per adult, per day; \$20.00 per child, per day
Interim/Temporary Living	<ul style="list-style-type: none"> • Temporary housing or furniture rental, up to 60 days • One-time set up fee reimbursed for groceries up to \$200.00
Settling-In Services	<ul style="list-style-type: none"> • The Destination Specialist will be responsible for assisting the employee with several services upon his/her arrival in the US.
Apartment Rental/Housing Allowance	<ul style="list-style-type: none"> • The employee will receive rental assistance over a period of 3 years based on the local rental monthly fee and family size. It will be issued in his/her regular pay, as follows: • 75% during the first year • 50% during the second year • 25% during the third year
Temporary Rental Vehicle	<ul style="list-style-type: none"> • The company will provide a rental car for the first three months, if the new position does not offer a company car.
Household Goods Move	<ul style="list-style-type: none"> • Normal family household goods moved (cm3).
Final Move	<ul style="list-style-type: none"> • Travel Cost for employee and family
Miscellaneous EXP. Allowance	<ul style="list-style-type: none"> • MEA (miscellaneous expense allowance) is \$10,000 (not tax assisted).
Cross Cultural Training	<ul style="list-style-type: none"> • Assessment and training session will be provided
Pre-Departure Preparation & Evaluation	<ul style="list-style-type: none"> • The preparation and evaluation is designed to assist the employee and family with any opportunities or challenges during their transition abroad.
Spousal Support	<ul style="list-style-type: none"> • Life Transition and/or Career Coaching.
Health Fitness	<ul style="list-style-type: none"> • The employee will be reimbursed for vaccinations required to travel to the US.
Tax Assistance	Assistance is provided for 2 years; the year of the move and the following year, only.

ELIGIBILITY & BENEFIT SUMMARY

This policy applies to newly-hired transferring or current transferring Employees, who are not a US citizen and at grade 9 and above, (hereinafter referred to as “Employee” or “Employees”).

Accompanying immediate family is the employees spouse or domestic partner and dependent children who reside with the employee at the time of acceptance of transfer and who will reside with the employee at the destination location.

A domestic partner is a person of the same or opposite sex as the employee who has a single, dedicated relationship with the employee and are at least eighteen (18) years of age and mentally competent to consent to contract and the relationship is intended to last indefinitely.

The following benefits included in an International Relocation which may be offered under this policy and are discussed in further detail are:

- Home-finding or House Hunting
- Interim Living or Temporary Housing
- Settling-In Services
- Apartment Rental/Housing Allowance at the New Location
- Temporary Rental Vehicle
- Educational Allowance
- Moving of Household Goods and Storage
- Storage in the US
- Family Move (Final Move)
- Miscellaneous Expense Allowance
- Pre-Departure Preparation and Evaluation
- Cross Cultural Training
- Health Fitness/Vaccinations
- Spousal Support
- Tax Liability/Assistance
- Death of Employee During the Relocation Process
- Visa
- Expense Reimbursement
- Termination of Employment

1. HOME-FINDING/HOUSE HUNTING

In order to help the employee and his/her family to select a home in the new location, the Company will reimburse the employee for reasonable and necessary house hunting expenses that are listed below. A maximum of one trip not to exceed (5) five days (including travel days) by the most direct route will be provided to the employee and his/her immediate family (spouse/fiancé/domestic partner and/or children) for the purpose of locating a new residence.

Note: Expenses incurred for trips made to the destination area that are predominantly business-related should be submitted as a business expense.

Reimbursable expenses include:

- Round-trip transportation.
- Lodging during house hunting trip at a customary local market rate.
- Reasonable expenses for meals (up to \$35.00/adult/day and \$20.00/child/day).
- If needed, miscellaneous reasonable and customary expenditures, including economy car rental, gas for the rental car and reasonable long distance phone calls.

2. INTERIM LIVING/TEMPORARY HOUSING

If the employee moves before the destination home is ready for occupancy, the Company will pay for the personal living expenses of the employee (as described under “Home-finding”) for a maximum of two months (60 days).

Residential-type Interim Living - In many cases the Company will be able to locate “residential-type” living accommodations with a separate kitchen area, such as a furnished apartment, Staybridge Suites, Residence Inn, or similar, which provide more comfortable living accommodations and which are less expensive to the Company. If this type of arrangement can be made, you will be reimbursed for a one-time set up fee of up to \$200.00 for groceries (food and paper items, detergent, etc.), which will exclude alcohol and personal care items, the employee will not be reimbursed for individual meals.

3. SETTLING-IN SERVICES

The Company will provide services through the Relocation Vendor to aid the employee when they arrive in the new location. A representative will help them with the following:

- Area tour (familiarize the employee with their new location)
- Set up utilities
- Open a U.S., bank account
- Apply for a Social Security number (after employee has been in the US for 10 business days)
- Apply for a driver’s license (information for test preparation)
- School registration

These services should take no more than 3 days (if the employee does not have children) and up to 5 days (if the employee has children). These days are not vacation days, but it is understood that time away from the office may be necessary and the employee should discuss this with his/her new manager.

4. PARTMENT RENTAL/HOUSING ALLOWANCE

The employee will be responsible for apartment search fees, including broker finder fees as well as security deposit fees.

A Housing Allowance, which is not tax assisted, for apartment rental will be issued over a period of (3) three

years to the employee. The allowance will be based on family size and job level.

The allowance will be issued in the regular bi-weekly payroll, as follows:

Housing Allowances

			Year 1		Year 2		Year 3	
Managers, Grade			Annual	Bi-weekly	Annual	Bi-weekly	Annual	Bi-weekly
Single	1 BR	9-10	\$ 22,500	\$ 865	\$15,000	\$ 577	\$ 7,500	\$ 288
2-3	2 BR	9-10	\$24,300	\$ 935	\$ 16,200	\$ 623	\$ 8,100	\$ 312
4+	3 BR	9-10	\$ 27,900	\$ 1,073	\$ 18,600	\$ 715	\$ 9,300	\$ 358
	4 BR	9-10	\$ 31,500	\$ 1,212	\$ 21,000	\$ 808	\$ 10,500	\$ 404
Directors, Grade			Annual	Bi-weekly	Annual	Bi-weekly	Annual	Bi-weekly
Single	2 BR	10 or above	\$ 29,700	\$ 1,142	\$ 19,800	\$ 762	\$ 9,900	\$ 381
2-3	3 BR	10 or above	\$ 33,300	\$ 1,281	\$ 22,200	\$ 854	\$ 11,100	\$ 427
4+	4 BR	10 or above	\$ 36,000	\$ 1,385	\$ 24,000	\$ 923	\$ 12,000	\$ 462

The Housing Allowance will not be tax assisted and is not adjusted after effective date for any reason.

5. RENTAL VEHICLE IN THE NEW LOCATION

If the new position is not eligible for a company car, the company will provide a rental vehicle for 3 months (90 days), when the employee arrives in the new location.

6. EDUCATIONAL ALLOWANCE

The Company will pay tuition for children who are not of public school age (usually under 5) to attend the Harmony School, for the first year only. The employee will be responsible to cover all other expenses (e.g., field trips, lunch, etc.).

7. MOVING OF HOUSEHOLD GOODS AND STORAGE

- a. The Company will arrange and directly pay for the costs of packing, moving, and unpacking the employee's normal household goods. The employee should not contact or make a commitment to any carrier. Transportation costs are from one origin to one new destination (the cost of moving personal items from a second location or storage facility will not be covered).
- b. Human Resources will notify the Relocation Company that the employee is authorized for moving of household goods. The Relocation Company will then contact the employee and coordinate moving the employee's household goods to the new home.
- c. The following items will not be shipped at the Company's expense:
 1. Airplanes, boats over 14 feet, recreational vehicles and/or antique vehicles.
 2. Firewood, lumber, bricks, building materials

3. Animals/household pets
 4. Perishables, combustible items, and items which may cause contamination or damage to other goods
 5. Above-ground swimming pools
 6. Outbuildings, storage sheds, gazebos, or greenhouses
 7. Indoor/outdoor plants, shrubs, trees and fertilizer
 8. Jewelry, furs, valuable collections, art, antiques, money (cash, securities, bonds, notes), legal documents
 9. Guns, ammunition
 10. Satellite dish
 11. Farm tractors and farm implements not of the normal lawn or garden variety
 12. Any other unusual items not usually moved
 13. Personal automobiles owned and kept outside of the United States
- d. The following services will not be authorized or paid for by the Company:
1. Extra labor charges for dismantling or erecting playground equipment, above-ground swimming pools, work benches, outside sheds and pool tables.
 2. Extra labor charges for dismantling or installation of TV antenna, satellite dish, alterations, cleaning, or removal/installation of carpeting, rugs, drapes, Venetian blinds, tuning pianos, and resetting Grandfather clocks.
 3. Gratuities to personnel of moving Company. Movers will be fully compensated by the moving company for their work.
 4. Maid service at either origin or destination location.
- e. Insurance - Insurance coverage is provided by the moving company for household goods in transit and storage. The employee will pay for any additional insurance for items of unusual value.

These types of expenses are considered "miscellaneous" and the Miscellaneous Expense Allowance benefit (MEA), provided to the employee, is intended to cover these types of expenses: If the employee contracts for any of the expenses mentioned above, they will be billed COD (cash on delivery).

8. STORAGE IN THE US

If required, the Company will pay for the temporary storage of household goods, up to a maximum of two months. After initial storage of household goods, the employee will be responsible for any costs incurred if the employee takes from, or adds to storage. All costs in excess of two months will be billed directly to the employee, unless prior approval for extension of storage has been approved.

9. FINAL MOVE

When the employee and his/her immediate family move at the same time, the Company will pay for the

travel costs (flight arrangements) incurred by the employee and the immediate family to the new location.

10. MISCELLANEOUS RELOCATION ALLOWANCE

The employee will receive an allowance of \$10,000 for incidental expenses related to the move including, but not limited to such items as:

1. Shipment of items listed in Section 7c, which are not reimbursed by the Company.
2. Services listed in Section 7d which are not reimbursed by the Company
3. Personal attorney for rewriting of wills or estate planning.
4. Registration, driver's license of employee and family on interstate transfer and states sales or use tax.
5. Trash removal and cleaning of home housing
6. Piano tuning and Telephone installation
7. Interim living expenses in excess of two months or (60) days (see Section 2)
8. Movement of personal automobiles

This payment will be made to the employee through the Relocation Vendor once the employee has arrived in the new location and has opened a U.S., bank account (which should be done immediately after arrival) so that the funds may be deposited. The Miscellaneous Relocation Allowance is issued so that the employee will have funds available to pay for those items and services listed in Section 7 c, d & e which are not covered or reimbursed by the Company, as well as other miscellaneous expenses.

Receipts will not need to be submitted to support the request of the Miscellaneous Relocation Allowance; however, the employee should retain itemized records for income tax purposes.

This payment is considered taxable income, will be processed through payroll and will not be tax assisted.

11. PRE-DEPARTURE PREPARATION & EVALUATION

The Company recognizes that there are certain challenges associated with adjusting to life abroad and has therefore retained a third party professional organization with expertise in evaluation and preparation for international assignments, who will assist the employee and their family in identifying any opportunities and offer solutions to ensure a smooth transition to life the host Country.

The employee and family members are assisted by a personal interview of up to 10 hours (depending on the number of family members participating). The interview will discuss individual and family related issues related to the international relocation. Some of the topics include: impact of the transfer in relation to the spouse, children, friends, education and employment; lifestyle differences; culture shock and well being.

12. CROSS CULTURAL TRAINING

An assessment tool is provided through the Relocation Vendor to aid the employee and family members above the age of 18 in obtaining knowledge about cultural differences.

The employee will also receive two (2) training days with a Professional.

13. HEALTH FITNESS/VACCINATIONS

The employee will be reimbursed for any required vaccinations as recommended by their medical provider for entry to the U.S.

14. SPOUSAL SUPPORT

The relocation vendor will refer the employee to an approved external vendor who will be able to support the accompanying spouse.

The available programs are as follows:

- Life Transition Coaching program is designed to meet the needs of spouses who either cannot work or choose not to work but wish to assimilate successfully, which is available via proactive tele-coaching with some face-to-face support or all in person coaching.
- Career Transition Coaching program – the Total Transition program is delivered via proactive tele-coaching with some face-to-face support and the Total Transition STAR program is available by way of all in person career and transition coaching.

The services are comprehensive and customized to meet the needs of each program participant. Services are available until career or life transition objectives are met. There will be no charge for the initial consultation, however any services that are chosen must be paid for by the Employee.

15. TAX ASSISTANCE

Under current U.S. Internal Revenue Service guidelines, deductible moving expenses are limited to:

- a. Payments made by the Company for expenses that are not deductible moving expenses are considered taxable wages to the employee. In order to relieve the employee of the additional tax liability, the Company “grosses-up” payments based on the employee’s wages (spousal income and outside sources of income are excluded) and pays the related taxes for the employee, with the exception of the Miscellaneous Relocation Allowance, which is not eligible for gross-up.
- b. Tax services will be provided for income tax preparation during the year of the move and the year after the move.

16. DEATH OF EMPLOYEE DURING THE RELOCATION PROCESS

If an employee dies while relocation benefits are in effect, the Company will continue to administer any remaining and continuing provisions of this Policy, as might be applicable on behalf of the employee’s spouse, significant other and/or beneficiaries provided such spouse, significant other and/or other beneficiaries continue to reside in the residence to which these provisions apply.

17. VISA

The initial fee for the Visa application and general costs are covered and the employee will be reimbursed for all costs. The cost for Visa renewal as well as reasonable airfare and lodging at the time of renewal are also covered and will be reimbursed to the employee.

18. EXPENSE REIMBURSEMENT

A Relocation Expense Form is to be used to account for all “relocation” expenses. All airline reservations must be made through the Company’s Travel Agency Service and a copy provided to the relocation company. Documentation must support all entries.

19. TERMINATION OF EMPLOYMENT

The Company requires that each relocated employee repay to the Company all expenses associated with the employee’s relocation if the employee voluntarily terminates employment within two years following the date on which the employee’s hire starts. The repayment amount will be pro-rated based upon the amount of time the employee was not employed during the two-year period from hire start date. For example, if hire start date is April 1 in year 1 and the employee terminates on December 31 same year, the repayment amount will equal 15 months of the total expenses.

Additionally, an employee who terminates employment with the Company, whether voluntarily or involuntarily, will forfeit any remaining relocation policy benefits as of the termination date. This includes any offers (i.e., Appraised Value Offer for home sale), remaining relocation benefits, and remaining tax gross-ups.

If, however the employee leaves Company Y as a result of having accepted employment with a Company Y affiliate, the repayment agreement does not apply.