

RELOCATION POLICY

1 Introduction

This scheme applies to newly recruited staff to nationally advertised posts whom the Company offers to assist with their relocation expenses.

2. Entitlement to Allowance

Where relocation is necessary, the Company will consider allowing up to £8,000 subject to the following conditions:

- a) that any payment must be made against a receipt
- b) that the allowance is only payable if the employee relocates to within 20 mile radius of the Company's Headquarters.
- c) that claims are made within one year of the commencement of employment.

3. Removal/Storage Expenses

The following expenses may be reimbursed where necessary and actually incurred:

- i) the lower of two competitive estimates for the cost of removal of furniture and effects from the old home to the new, including insurance of goods in transit (employees may engage the contractor of their choice if they pay the difference in cost above the lower estimate);
- ii) the lower of two competitive estimates for the cost of removal and storage of furniture and effects including insurance for a period not exceeding three months, where permanent accommodation cannot immediately be found. (employees may engage the contractor of their choice if they pay the difference in cost above the lower estimate).

4. Temporary Accommodation

Where employees are unable, immediately, to find permanent accommodation within a reasonable distance of the new place of work, they may claim the actual cost of occupying temporary accommodation at the new location for a period of 3 months until new accommodation is found.

5. Legal Fees

- a) employees who have to sell their residence may claim reimbursement of legal fees, stamp duty and estate agents fees in respect of the sale/purchase of a property.

6 **Other Expenses**

Claims for incidental expenses connected with moving home, e.g. alteration or replacement of household furnishings and fittings will be paid subject to the overall spending limit.

7. **Time Limitation**

Eligibility for benefits under this scheme will normally expire within 12 months of appointment commencing.

8. **Repayment**

- a) As a condition of receiving payment of expenses, employees who leave within one year of the date of appointment will be required to repay the expenses claimed.
- b) If an employee leaves during the second year of service, they will be required to repay 50% of the sum awarded.

9. **HM Revenue and Customs Rules**

HMRC specifies what constitutes a non-taxable allowance. Please check with People Services for clarification before expenses are incurred.