

## RELOCATION GUIDELINES

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## 1. Purpose

APIC is an Australian-wide organisation with offices in states around the country. To continue to operate effectively and competitively in all of these locations, we need the best people at each location. For this reason, APIC greatly appreciates employees who are able to be mobile during their careers.

The benefits to APIC of relocating talented employees are numerous. It enables employees to pass on their ideas and expertise throughout the organisation. It also allows employees to gain experience at an international level. Opportunities for career development include training and development, exposure to different working environments and cultures, and the experience of different customer demands.

APIC understands that employees may incur significant expenses in relocating. The purpose of this Policy is to set out the types of assistance that APIC may, at its absolute discretion, offer to employees who choose to accept an offer of relocation.

## 2. Scope

This Policy applies to employees of APIC. This policy does not form part of any employee's contract of employment.

## 3. Definitions

Item	Definition
	NIL

## 4. Relocation Expenses

The payment of any part of an employee's relocation expenses will be offered at APIC's absolute discretion.

APIC may, at its absolute discretion, pay for the reasonable relocation expenses for an employee and the employee's family subject to any conditions that APIC determines appropriate. As part of the relocation arrangements, an employee is required to agree to be responsible for all other costs associated with the relocation of the employee and, where relevant their family which are not paid by APIC.

Examples of the types of relocation expenses which APIC may consider covering include:

- reasonable costs incurred in connection with the packing and removal of an employee's personal and household chattels
- Insurance for an employee's personal and household chattels while in transit
- One-way economy airfares for an employee and their immediate family from the employee's current place of residence to the new location

- rental accommodation for an employee and their immediate family for a period of two months

#### 4.1 Quotations

APIC may require an employee to obtain one or more quotations for some or all of the relocation expenses. If APIC requires an employee to provide quotations for any of the relocation expenses, an employee is required to obtain those quotations and provide them to APIC for approval. APIC may decline any request for reimbursement, payment or subsidy if an employee fails to comply with APIC's requirements.

#### 4.2 Approvals

If APIC agrees to provide an employee with assistance under this policy, APIC will advise the employee in writing of the relocation expenses that will be covered, the maximum limit of any such assistance (if applicable) and any conditions upon which that assistance is subject. APIC may refuse to cover any Relocation Expenses that have been incurred prior to the assistance being approved in writing.

#### 4.3 Receipts

An employee who wishes to seek reimbursement should provide to APIC, copies of receipts for all expenses reasonably incurred by the employee that APIC has agreed in writing to reimburse, pay or subsidise.

## 5. Repayment of Relocation Expenses

In consideration of APIC's payment of any relocation expenses, an employee is required to agree that:

- should they resign from their employment for any reason within nine (9) months of the relocation date; or
- if the employment is terminated by APIC for reasons of serious misconduct within nine (9) months of the relocation date, the employee is required to repay the relocation expenses to APIC as a debt.

If an employee is required to repay the relocation expenses to APIC, an employee is required to agree that the relocation expenses may be deducted from any monies owed to the employee by APIC on the date of termination of employment or if no such monies are owing to the employee by APIC, the employee is required to agree to repay the relocation expenses immediately.

## 6. Document Change Control

Version	Change Description	Date	Author
1.0	Placed in revised policy format	14 December 2016	Corinne Green