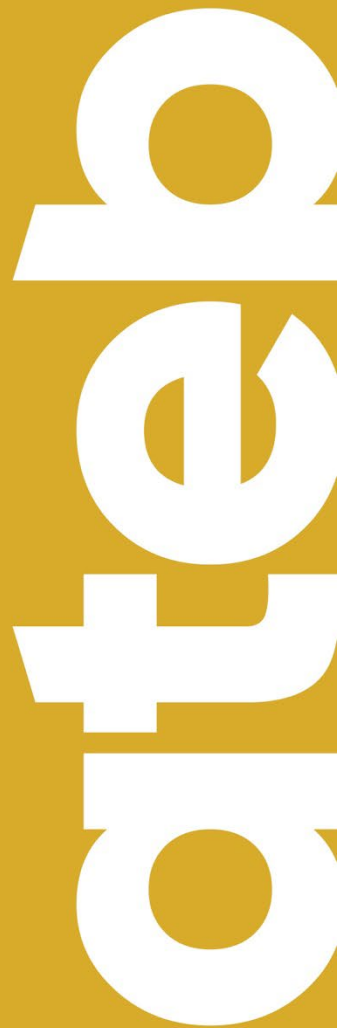


Relocation Procedure

Creating
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Relocation Procedure

Introduction

- This procedure sets out the framework for applying for relocation expenses.
- This procedure will apply to ateb Group Ltd, including West Wales Care & Repair and Mill Bay Homes Ltd (the “Group”).
- Assistance will be granted to new employees who need to relocate upon taking up an appointment within the Group, providing they meet the conditions and eligibility criteria detailed in this procedure.
- All relocation expenses are subject to the approval of the Chief Executive with the exception of the Chief Executive’s expenses, which will be approved by the Executive Director for Finance. There is no automatic right to any expenses.
- This procedure is non-contractual and may be amended at any time.

Eligible Staff

- Employees taking up posts at Role Profile Level C and above will potentially be eligible for relocation expenses. Executive Directors will also have discretion to offer relocation for roles that have proven difficult to recruit into and ones where there is a requirement for there to be a regular presence in the Group’s offices/geographical area of operation i.e. meeting customers/participating in the on-call rota.

Conditions of Eligibility

- The move must be from one main permanent residence to another; this may be a move to rented accommodation.

- Further assistance will not be provided if the employee receives relocation assistance to move to rented accommodation and then subsequently moves to permanent accommodation.
- The location of the new residence must be acceptable to the Group as being sufficiently accessible to the Group’s offices/geographical area of operation, to enable the postholder to properly fulfil their duties which will include any on-call/out of hours commitments. This will vary from role to role.
- The move must normally be completed within 1 year of the date of appointment.
- An employee will not normally be eligible to receive relocation expenses for a fixed term contract of 2 years or less.
- In the event of the employee leaving the Group’s employment within 2 years of taking up the appointment, they will repay the amount of relocation expenses received in line with the schedule below:

Dates	Relocation fees repayable
From start of employment to 6 months	100%
From 7 to 12 months following start of employment	75%
From 13 to 18 months following start of employment	50%
From 19 to 24 months following start of employment	25%

- The employee will be required to complete a Relocation Expenses Claim Form (before any allowance is paid) to confirm approval. This will also enable recovery of expenses from salary prior to an employee leaving.
- The employee must declare if any claims have been made elsewhere (e.g. by a partner).

Items For Which Assistance May Be Provided

- Eligible employees are able to claim for the following up to HMRC allowances (currently £8,000):
 - Removal costs
 - Legal fees in connection with sale and/or purchase of property
 - Estate agent's fees

Making a Claim

- Claims for reimbursement through this procedure must have prior approval of the Chief Executive and be supported by appropriate receipts, invoices, vouchers and other acceptable documents.
- A minimum of two quotes per item must be attached to all claims.
- Relocation Expenses Claims must be authorised by the Chief Executive, or if relating to the Chief Executive, the Executive Director for Finance.
- Any departure from this procedure will be at the absolute discretion of the Chief Executive, subject to the rules on tax liability. (In order to be exempt from tax, expenses must be incurred by the end of the tax year following the year in which the job change takes place. The new

residence must be within a reasonable distance of the normal place of work, and the old must not be within reasonable travelling distance).

Training & Monitoring

- The Group accepts its responsibilities to ensure that managers and employees receive adequate learning, support and guidance in implementing this procedure.

Procedure Review and Amendment

- The Group will periodically review the effectiveness of this procedure and make amendments where necessary.

Associated Documents

- The following documents should be read in conjunction with this procedure:
 - Appendix 1 — Relocation Expenses Claim Form

Relocation Expenses Claim Form

Name:	
Position Offered:	
Current Address:	
Address Relocating To:	
Is This Permanent or Temporary?	

Please list the items that you are claiming relocation expenses for, ensuring you attach two quotes for each item you are claiming for, together with the appropriate receipts, invoices and vouchers:

If the Employee resigns and leaves the employment of the Employer or is dismissed by the Employer for any reason during their probationary period, relocation expenses will be repayable as per the repayment schedule below.

Once the Employee has successfully completed their probationary period; the Employee is liable to repay relocation expenses to the Employer in accordance with the Schedule of Payments detailed below, should the Employee resign and leave the employment of the Employer (for whatever reason).

The Employee is also liable to repay relocation expenses to the Employer in accordance with the Schedule of Payments detailed below, if they are dismissed by the Employer for a reason relating to the Employee's conduct (including, but not limited to minor misconduct and gross misconduct).

For the avoidance of doubt, after the successful completion of their probationary period, the Employee shall not be required to make any repayment of the relocation expenses, if they are dismissed by the Employer for any reason other than a reason relating to the Employee's conduct.

I certify that relocation expenses are not recoverable in part or full from any other source by myself or partner.

Schedule of Payments

Dates	Training Fees Repayable
From start of employment to 6 months	100%
From 7 to 12 months following start of employment	75%
From 13 to 18 months following start of employment	50%
From 19 to 24 months following start of employment	25%

I undertake to repay the amount of relocation expenses received as detailed in the schedule of payments should I leave the ateb Group within 2 years of taking up the appointment of

.....
and that this may be deducted from my salary at source.

I agree that the above is fair and reasonable.

This agreement is effective from the date of signing until the last of the periods referred to in the Schedule of Payments, has elapsed.

Employee Signature

Dated:

N.B. Managers — by signing this you are agreeing that the relocation address does not prevent the individual from fulfilling the requirements of their role profile, including any out of hours/on-call requirements.

Manager Signature

Dated:

Chief Executive Signature

Dated: