



RELOCATION EXPENSES POLICY

PURPOSE

VPG seeks to attract high quality staff and recognises potential staff may need to relocate to take up an offer of employment offered by VPG.

This policy provides an overview of the relocation assistance, including reimbursement of costs, which may be offered as an incentive, if required, for appointees relocating to take up an offer of employment with VPG.

SCOPE

This policy applies to eligible employees who are required to relocate to accept an offer of employment from VPG.

POLICY

VPG may provide relocation assistance to appointees who would be required to relocate a distance greater than 90km from their current residence to accept an offer of employment with VPG.

The details of the relocation assistance should be agreed with the appointee and included in the offer of employment issued by VPG.

RELOCATION ASSISTANCE

A range of items may be offered to assist in covering expenses associated with relocation and settlement of an appointee. VPG's goal is to achieve settlement at the destination location as quickly and efficiently as possible.

While the total value of assistance is determined and authorised by the CEO the appointee should have flexibility to determine the type of assistance from the options listed below.

Any money paid as relocation assistance is deemed to be a debt to VPG that can be recovered. A statement to this effect will be included in the appointee's letter of offer.

An appointee who receives relocation assistance payments under this policy is required to enter into an agreement to remain in employment with VPG for the period of their employment contract or be liable to refund payment to VPG. A statement to this effect will be included in the letter of offer.

OPTIONS FOR RELOCATION ASSISTANCE

VPG may provide the following as relocation assistance

- Household packaging, removal, and shipment
- Temporary single accommodation for up to 4 weeks
- Administration/facilitation support in obtaining permanent rental accommodation

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Authorised by:	CEO – Maryanne Tranter	Author	Angela Wienert

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The maximum amount an appointee will be reimbursed for all categories listed above is up to \$4,500.

EXCLUSIONS FOR RELOCATIONS ASSISTANCE

Relocation assistance offered by VPG will not extend to the transportation, accommodation, or storage of the following items.

- Motor vehicles or Motor bikes
- Trailers, motor vehicle spare parts and accessories
- Boats, yachts, caravans etc.
- Farm machinery
- Horses and other livestock
- Landscaping, gardening, lawn mowing and rubbish collection services

OBLIGATION TO REPAY

Where an appointee’s employment ends prior to the end of their employment contract end date, by reason of their resignation or termination by VPG on grounds relating to performance or conduct, the appointee will be required to repay a portion of the total relocation payments made to them (or on their behalf) as follows:

Date of Termination	Amount to be repaid
Within 0-3 months of Commencement	100%
Within 3-6 months of Commencement	75%
Within 6-9 months of Commencement	50%
Within 9-12 months of Commencement	25%

EXPENSE REIMBURSEMENT

Relocation assistance is provided as a reimbursement of expenses incurred for items specified in the appointee’s offer of employment. Reimbursement will be made to the appointee upon production of original receipts. Claims for reimbursements should be made as soon as possible after the commencement of employment.

If the appointee requires assistance in paying for services prior to commencement, an arrangement must be agreed to by the CEO and VPG can pay this directly.

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