



5.2 Relocation Policy

1. Scope and Purpose

When it is in the best interest of the company to relocate an existing or new employee, the company will provide relocation assistance to the employee under the provisions of this policy. Signature Relocation will facilitate each move and a Signature Relocation Counselor will be assigned to each relocating employee for this purpose.

2. Eligibility. Employees being reassigned or hired to work locations more than 50 miles away from their former worksite, and when the assignment in the new location is expected to last at least 1 year or greater may be eligible for relocation assistance. In limited circumstances, relocation assistance may be available for interns or other individuals in work assignments shorter than 1 year.

3. Duration. Any assistance provided under this policy will be provided within six months of the date the employee is hired or reassigned to the new location.

4. Form of Relocation Assistance: The relocation assistance will be as described in Relocation Assistance Policy documents, depending on title or function of the individual's position.

5. Repayment Provision. If the employee voluntarily leaves the company within 24 months of relocation to the new worksite, the employee will be required to reimburse the company for some or all relocation costs as outlined in the employee's relocation agreement.

6. Agreement. Each relocating employee will be provided with a relocation agreement that will set forth the specific obligations of both the company and the employee.

7. Categories of Approved Relocation Expenses. The following types of expenses may be provided by Company: household goods shipment, household goods storage for up to 30 days, home finding assistance, new home purchase assistance, temporary living expenses for up to 90 days, pre-move house-hunting trip and final move trip. Refer to Signature Relocation materials for more details.