



KPY-POPS-023

SELF RELOCATION POLICY

Purpose: Self-relocation is encouraged as part of our effort to expand our employee benefits and attract, hire, and retain the best talent. The objective of this policy is to create a standardised guideline and procedure for self-relocation.

Eligibility: This policy applies to only confirmed full-term employees who have been at Kora for 6 months without performance or disciplinary issues.

Process: This is a guide for when you wish to relocate from Nigeria for personal reasons, e.g., study visa, nomad visa, family reunion (spouse) visa, or foreign citizenship.

How it will work:

- a. Any employee who plans to relocate should discuss this with their Team Lead **3 months** before the travel date.
- b. The Team Lead should be notified of the reason for wanting to relocate and the proposed timelines. This is so that your Team Lead can plan the team's work schedule accordingly.
- c. After this is done, an email should be sent to your Team Lead, copying adeteju@korapay.com notifying them of the move and the reason for relocation with proof, i.e. admission letter, copy of your visa, flight booking, etc.
- d. The People & Culture Manager will review the application with the Team Lead to confirm if your role and team permit this.
- e. The People & Culture Manager may schedule a time with you to further discuss.
- f. Based on Management's discretion, your request may be approved or rejected.
- g. If not approved, you will be advised to resign, and the offboarding process will be initiated.

The process should ideally take about 2–3 weeks to complete. The People & Culture Manager will keep you informed on the status of your request.

What happens after you've successfully relocated:

1. You can take up to 10 days from your annual leave days to help you settle in.
2. Once you're done settling in, you are to work remotely, ensuring you abide by our Remote Work Policy.
3. You're to update your new address and contact details with the People & Culture team and Bob.

Important to Note:

1. While relocation is voluntary, please note that if you decide to apply, approval to be retained as an employee is subject to the discretion of and, in all instances, given by the Chief Executive Officer.
2. All expenses as they relate to your relocation will be covered by you.
3. As our health insurance covers only those in Nigeria, you would be removed from our health plan.
4. Feel free to notify your People Partner if you need any official documents to support your application, i.e. Letter of Introduction, Recommendation Letter, Payslips etc.
5. Relocation via work visa from another employer would not be approved.