

Policy Title: Redeployment Policy

Policy Objective: To provide guidelines for the deployment of new staff to areas of need and the redeployment of existing staff for job rotation and in line with career development.

Policy Statements

1. Deployment of new hires shall be based on company needs and in accordance with the approved manpower plan.
2. Redeployments across departments and locations shall be done in line with the career development framework by the relevant Line managers (transferee/transferor) and with approval of management.
3. The Head Human Resource, Heckerbella Limited shall prepare redeployment letters and staff shall not require any other form of release letter to report to their new location.
4. The transferred staff shall however prepare and submit a proper and detailed handing-over note to their Line Manager with a copy to The Head Human Resource.

Redeployment Allowance / Benefits

1. In making transfer decisions, due consideration shall be given to employees' career progression and pertinent personal circumstances. However, transfer decisions shall be solely at the discretion of management. As a condition of employment, all employees undertake to work anywhere in the country.
2. Staff redeployed shall be entitled to a one-off relocation allowance, to cater to their accommodation. However, the allowance is only payable for periods exceeding 6 months.

Redeployment Allowance / Benefits Table

S/N	TYPE	QUALIFYING PERIOD	BENEFITS	REQUIREMENTS
1	Staff Induced redeployment/ transfer.	All category of staff	The staff shall not be entitled to relocation allowance.	Where the redeployment is at the instance of the staff. Staff request is for personal reasons.
2	Management initiated/ approved redeployment	6 months to 1 year.	Relocation allowance is payable for a period exceeding 6 months and maximum payable covers the period of 1 year. Kindly see allowance breakdown below.	The request for redeployment could be due to the following reasons: ➤ long stay in a location ➤ staff realignment ➤ or business exigencies.
3	Out of Station Assignment allowance	All category of staff	Temporary transfer allowance. This is an entitlement staff would receive when they travel out of their place of primary assignment on. This may be because of urgent business exigencies.	The out – of- station allowance shall include either in lieu of hotel allowance and transportation payment for the period. The intention is to ensure that staff are comfortable while on official duty outside their primary places of assignment

The allowances for out-of-station, per diem and redeployment will be applied as detailed below:

REDEPLOYMENT: A Lump sum cash payment will be made in lieu of two weeks hotel accommodation and rent to redeployed staff (**RELOCATION ALLOWANCE**). It is imperative to note that this would be paid ONCE. The staff will be required to pay their rent subsequently.

	ZONE 1 VERY HIGH COST OF LIVING ZONE (Lagos, Abuja, and Rivers)	ZONE 2 HIGH COST OF LIVING ZONE (Akwa Ibom, Cross River, Delta, Enugu, Kaduna, Kano, Oyo)	ZONE 3 MEDIUM COST OF LIVING ZONE (Abia, Adamawa, Anambra, Bauchi, Bayelsa, Benue, Borno, Ebonyi, Edo, Ekiti, Gombe, Imo, Jigawa, Katsina, Kebbi, Kogi, Kwara, Nassarawa, Niger, Ogun, Ondo, Osun, Plateau, Sokoto, Taraba, Yobe, Zamfara)
Per Staff	N640,000.00 (being N500,000 as rent and N140,000 as two weeks hotel accommodation)	N448,000.00 (being N350,000 as rent and N98,000 as two weeks hotel accommodation)	N270,000.00 (being N200,000 as rent and N70,000 as two weeks hotel accommodation)

OUT OF STATION ALLOWANCE: The amount stated below will be payable per day to staff on temporary transfer (out of station) those who do not lodge in hotels while on official assignment.

GRADE	ZONE 1 VERY HIGH COST OF LIVING ZONE	ZONE 2 HIGH COST OF LIVING ZONE	ZONE 3 MEDIUM COST OF LIVING ZONE
Per Staff	N10,000.00	N6,000.00	N5,000.00

PER DIEM (ACCOMODATION, TRANSPORTATION, FEEDING)

GRADE	ZONE 1 VERY HIGH COST OF LIVING ZONE	ZONE 2 HIGH COST OF LIVING ZONE	ZONE 3 MEDIUM COST OF LIVING ZONE
Per Staff	N30,000.00	N20,000.00	N15,000.00