



UK RELOCATION POLICY

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DOCUMENT CONTROL

DOCUMENT NAME	UK Relocation Policy
ABSTRACT	This document details the relocation guidelines for management and employees relocating to and from the UK.
DOCUMENT REFERENCE	HRD039

AUTHORISATION

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SECURITY CLASSIFICATION: Company Confidential**DISTRIBUTION LIST**

Master HRD Department

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VERSION HISTORY

VERSION	DATE	PREPARED BY	CHANGES AND REASONS FOR CHANGE
Draft 1	01/07/2024	Natalie Kaplanski	First Draft - UK
Issue 1.0	19/11/2024	Natalie K	Updated Document Ref Number to HRD039

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1. PURPOSE AND OBJECTIVE

The purpose of this document is to familiarise all employees with the rules and regulations governing temporary relocation and repatriation within the UK. The document outlines the benefits made available by the Company to assist employees by subsidising the expenses incurred towards relocation from one country to another upon transfer or joining the Company.

The Company has voluntarily adopted this policy. It has the sole authority to make suitable deviations to the general provisions specified and can amend or withdraw this policy at any time with or without prior notice.

2. SCOPE AND COVERAGE

The provisions of this policy, amended from time to time, will govern all employees, unless exceptional separate communication is made, which will prevail this policy. All references/clarifications/questions regarding interpretation of any provision can be made to the HR Manager. The Company's decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

3. ELIGIBILITY

The provisions of this policy are applicable to:

- **New Joiners:** Employees who have been asked specifically to join the UK payroll on a long-term visa. This policy is not applicable to external applications who have not been specifically asked to relocate or to employees that are relocating permanently to the UK.
- **Relocations:** Employees, who for business purposes may be required to relocate to a location different from their base location, by way of transfer.
- **Employee Initiated Transfer:** Employees, who for personal reasons may request to temporarily relocate to a location different from his/her base location, by way of transfer. However, it may not be possible for the Company to accede to all requests for transfer

4. BENEFITS SUMMARY

Medical Insurance

Upon relocation to the UK, private single medical insurance will be made available to the employee. If employees would like to take advantage of the Company's corporate discount and include family members, arrangements can be made through payroll. This will be managed by the HR Manager.

Pension

A pension scheme is provided by the Company. You will be automatically enrolled into the scheme. However, you may choose to opt out of this. The Company will contribute 3% on your pensionable earnings and the Employee will contribute a minimum of 5% of salary. These amounts may change in accordance with government policy.

Relocation grant

All employees who are temporarily relocated to the UK for one year or more are entitled to a one-off relocation grant of £2,000.00. This will be paid in the first month's salary.

Initial temporary accommodation

To facilitate initial accommodation, the Company will arrange for new joiners/relocating employees and immediate family (spouse and two children up to the age of 18) to stay in a transit serviced apartment. A sourced serviced apartment by the Admin Team will be booked for 4 weeks and paid for by the Company. There is no option to change the chosen serviced apartment. The cost of food, pet deposits and long-distance phone calls whilst staying at the apartment will not be borne by the Company.

Employees must raise their Travel request through [**InTrack**](#), identifying the names of qualifying dependants. Your relocation date will be agreed with the UK HR Manager as soon as your visa is approved.

All accommodation bookings will be made by the HR and Admin/Travel Desk Team only in accordance with the International Travel Policy. For more information, please refer to the [**International Travel Policy**](#).

5. TRAVEL ARRANGEMENTS

For traveler security and assistance purposes, all travel air and hotel must be booked through the HR Manager/Admin Team/Travel Desk and are subject to manager approval.

For temporary relocations, repatriations and visitors, all travel bookings should be made as far in advance as possible and at least 2 weeks prior to the travel date. Exceptions need CXO pre-approval.

For new joiners, the date of travel will be arranged by the HR Manager and Admin Team/Travel Desk, in accordance with the work visa and other administrative documentation requirements.

The Company will pay the cost of one family (spouse and two children up to the age of 18 years) annual round-trip economy class flight per financial year (April - March) to your home country. This is only applicable until Indefinite Leave to Remain (ILR) status is reached (5 years after relocation) when this specific benefit will no longer apply. However, other travel benefits and policies will continue to be available as per company guidelines. Return flights home cannot cost more than £700 per family member as of 2024. This will be updated annually as per inflation. Please check annually with the HR Manager. It will be necessary to be flexible with travel dates and times to take advantage

of lower fares. The return flight home is not permissible in the first 9 months of relocation. The employee needs to give the Company 8 – 12 weeks' notice of their return flights home. Failure to do so will result in the flight request being denied

Only the cost of the annual flight home will be borne by the Company. Transport costs to and from the airport will be paid by the employee.

The Company will always aim to accommodate preferred travel dates. However, the Company may request travel on dates different from those selected. This decision is based on various factors, including but not limited to project timelines, meeting schedules, and cost-efficiency considerations. Any flight tickets purchased by the Company for return travel purposes cannot be exchanged for cash if the employee fails to fly or if not used in any financial year.

Any employee undertaking the trip must fill in the TRF, duly approved and signed by the reporting manager. Employees undertaking travel need to plan travel ahead of time.

All flight and hotel bookings need to be made through the Admin/ Travel Desk. The choice of airline and accommodation will be at the sole discretion of HR and Admin /Travel Desk and will be aimed at efficient and cost-effective travel. Employees are neither permitted to opt for an airline/ accommodation of their choice, nor allowed to request special arrangements. Once flight tickets/hotel reservations are issued, no changes will be made. Employees are not permitted to change hotel rooms once they have checked in.

Flight Selection

Airline tickets will be billed directly to the Company via OpenAir. All tickets (new joiners, temporary relocations, repatriations and visitors) will be issued electronically, and all bookings should be made through the HR and Admin team/Travel Desk.

Baggage allowance

Joiners and employees which are relocating/repatriating are eligible for one extra 23 kg of baggage allowance, upon request. This is only available for the employee.

Visitors are not entitled to extra luggage allowance.

6. EMPLOYEE INITIATED TRANSFER

The Company will attempt to facilitate the employees' request for transfer for personal reasons, to a reasonable extent. However, it may not be possible for the Company to accede to all requests for transfer.

Where temporary relocation is purely on account of the employees' request and would otherwise normally not be required for business reasons, expenses towards such relocation will not be eligible for reimbursement. They will be at the employee's own expense. Relocation owing to selection through an internal job posting for an onsite roll will however constitute a business-initiated transfer.

7. REPAYMENT AGREEMENT AND TERMINATION OF EMPLOYMENT

All relocating employees will be asked to sign a pro-rated relocation repayment agreement with repayment of costs should the Employee voluntarily terminate employment before the visa duration expires.

If employment terminates, whether voluntary or involuntary, all relocation benefits will be discontinued immediately.

8. VISA AND OTHER ADMINISTRATIVE REQUIREMENTS

New joiners and relocating employees may require a work permit/visa to relocate to the UK. All immigration procedures will be arranged by the HR Manager, subject to the submission of all required documents by the employee.

Visitors may also require a visa for the UK. All procedures will be arranged by HR and Admin/Travel Desk team, subject to submission of all required documents by the employee. Visa expenses for all official tickets under this policy will be borne by the Company. The Company is not responsible and/or liable for mis-disclosure, faulty and/or incomplete submissions.

The timeline of work permit/visa issuance depends on visitors/employees' country of origin, on documents' processing timeline of the embassy of the respective country and on the government entity of the UK. All employees are expected to expedite in a timely manner all documents required for the visa process. The Company is not responsible for any delays and/or consequences resulting from the lack of proper documentation.

Travel Insurance

Travel insurance will be provided by the Company as follows:

- **New joiners and relocating employees** will be provided with travel insurance when flying to the UK. All procedures will be arranged by the HR Manager/Admin Team/Travel Desk upon completion of administrative requirements.
- **Visitors** will be provided with travel insurance, arranged by the Travel Desk.

9. SPOUSAL/DEPENDENT VISA AND TRAVEL

In the event of employment of new employees or temporary relocation of employees to a location other than the home country, tickets for the family (spouse and two children up to the age of 18 years) will be provided by the Company.

Spousal/dependent benefits are applicable only for the employees who have it stipulated in their agreement with the Company (i.e., offer letter).

Immigration procedures for dependents (spouse and children) will be processed by the HR Manager subject to the timely submission of relevant and certified documents from the employee.

The cost of travel and visa arrangements (relocation travel, work visa and dependent visa, other than occasional visit) of the dependents will be borne by the Company.

10. EXPENSES CLAIM

Travel expenses reimbursement will be at actuals, and only against original supporting documents produced by the employee. All expenses reimbursements pertaining to the relocation should be claimed through OpenAir and claimed within t h e m o n t h o f joining the new location. Relocation expenses (air ticket, accommodation, visa) will be recovered if the employee leaves the company within one year from the date of joining/transfer.