

## **POLICY: RELOCATION**

### **BACKGROUND**

The corporate Relocation policy is established to facilitate the development of controls that will ensure that roles and responsibilities are clearly defined and understood in order to secure both corporate and individual compliance for Reverside regarding Relocation. It is the intent of Reverside to promote consistent organisational behaviour by providing guidelines and assigning responsibility for the development of controls where Relocation is concerned. It should be noted that failure to comply with conduct and procedures relating to Relocation falls under Misconduct in the Disciplinary Code.

### **SCOPE OF POLICY**

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Reverside. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Reverside.

### **OBJECTIVE AND PROCEDURE**

- Reverside will provide employees with the opportunity to relocate to the Cape Town or Johannesburg Offices based on mutually agreeable reasons.
- Relocation of an employee is based on the type of job specification requirement required at that time.
- Employees who fit the job specification will be considered by the company to discuss the details pertaining to the job specification and the relocation of such.
- 2 days of Special leave will be provided to the employee to make the necessary arrangements.
- Should a further number of days be needed, this should be discussed with the Human Resources Department as well as the employee's current Line Manager. However the employee needs to take note that the remaining amount of leave will be

considered as annual leave, and in the event where no annual leave is available then unpaid leave must be taken upon approval.

- A set R2, 000.00 once off start-up allowance will be provided to the employee once the decision to relocate has been finalised by Reverside and the employee. In the event where the amount is paid to the employee and the employee fails to report to the designated office as per the voluntary acceptance signed by the employee, the amount will be deducted directly from the employee's monthly salary.
- The employee will be provided with an airplane ticket to the destination of the relocation. Furthermore they will be provided transport (eg Uber) to the Reverside offices from the airport. Employees will be taken to the client on the to whom they are allocated on (on the first day only) and will be further transported to their pre-arranged accommodation. Thereafter employees will be expected to make their own transport arrangements to and from work.
- Reverside will book and pay for no less than one (1) weeks' accommodation at the destination of the relocation.
- Reverside will advance an amount of no more than R10,000 to the employee, which will act as a loan. The Human Resources department will advise of the terms and conditions of the repayment of such an advance.
- Should the relocation destination be Cape Town, then a "city allowance" constituting 10% of the employee's cost to company will be added to the employee's salary.
- In the event, where an employee has to report back to the Reverside Offices based on the origin (example, if the employee was employed at the Johannesburg Office and relocated to the Cape Town Office or vice versa), Reverside will only be responsible to refund the return ticket within an affordable price range.
- No additional costs and/or expenses will be covered by Reverside with regards to the relocation.

## **IRREGULARITIES**

The Relocation policy should be taken extremely seriously by all employees. Any employee who fails to comply with the Relocation Policy, will be subject to disciplinary action.

Irregularities concerning an employee's conduct with regard to the Relocation policy should be resolved by departmental management and the Director: Human Resources before concerning the Chief Executive Officer.

If there is any question as to whether an action constitutes an irregularity, contact the Director: Human Resources for guidance. The Director: Human Resources must coordinate all investigations with all affected areas, both internal and external.

## **INVESTIGATION RESPONSIBILITIES**

The Director: Human Resources has the primary responsibility for the investigation of all suspected misconduct with regard to the Relocation policy. If the investigation substantiates that misconduct has occurred, the Director: Human Resources together with the Chief Executive Officer will institute the appropriate disciplinary action against the employee.

## **CONFIDENTIALITY**

The responsible parties must treat all information received confidentially. Any employee who suspects irregular conduct with regard to the Relocation policy will notify the Director: Human Resources immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected misconduct (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect Reverside from potential civil liability.

## **AUTHORIZATION FOR INVESTIGATING SUSPECTED MISCONDUCT RELATING TO THE RELOCATION POLICY**

The Director: Human Resources and his/her designated responsible parties will have:

- Free and unrestricted access to all Reverside records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation. Such activity will be thoroughly documented and recorded.

## **REPORTING PROCEDURES**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects irregular conduct with regard to the Relocation policy will contact the Director: Human Resources immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Director: Human Resources. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," or any other specific reference.

The reporting individual should take cognisance of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution;
- Do not discuss the case, facts, suspicions, or allegations with anyone who is not directly involved with the investigation or the outcome of the investigation and who have no legitimate need to know. This includes any family member and/or friend.

## **OUTCOME**

If an investigation results in a finding that irregular conduct with regard to the Relocation policy has occurred, then the appropriate disciplinary action for Misconduct must occur. The

Director: Human Resources is responsible for this procedure and, if necessary, outside counsel may be sought in order to take the necessary disciplinary action.

## **ADMINISTRATION**

The Director: Human Resources is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

## **APPROVAL**

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(Chief Executive Officer)

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Date