



## Relocation Policy

BMS001781 | Rev 7.0 | November 2015  
Owner: Manager Remuneration and Rewards

## Overview

The nature of the work undertaken by **nbn** means that there may be occasions where **nbn** will request an employee or new hire to relocate for a limited period of time or on an ongoing basis to perform their job.

## Purpose

This policy sets out the categories of relocations and conditions that may be applied when an employee or new hire relocates at the request of **nbn**.

The intent of this policy is to manage employee relocations using a flexible and efficient approach which supports the changing needs of **nbn**'s business.

## Scope

This policy applies to:

- (a) permanent employees; and
- (b) international fixed term new hires, who have agreed to transfer from their country of residence to Australia for a period of up to four (4) years subject to the new hire complying with all applicable Australian visa requirements; and
- (c) permanent employees and new hires who have agreed to transfer from Australia to another location outside of Australia for a period between three (3) months and up to two (2) years and subject to them complying with all applicable host location visa requirements.

This policy does not apply to employee initiated relocations.

## Policy

**nbn** has six relocation categories as follows:

- **Short Term Relocation**

Short term relocations apply when an employee relocates from their home location to another location within Australia, for a period of more than two (2) months but less than six (6) months. When on short term relocation it is expected that an employee will not be accompanied by their immediate family unless otherwise agreed between the employee and **nbn**.

- **Long Term Relocation**

Long term relocations apply when an employee and their immediate family (if applicable) relocate from their home location to another location within Australia for a period of between six (6) and two (2) years.



- **Permanent Relocation**

A permanent relocation occurs when an employee and their immediate family (if applicable) relocate from their original home location to another location within Australia on a permanent basis.

- **International Hire**

An international hire occurs when an employee and their immediate family (if applicable) relocate from their country of residence to Australia for a period of up to four (4) years.

- **International Short Term Relocation**

International Short Term Relocations apply when an employee relocates from their home location to another location outside of Australia, for a period of more than three (3) months but no more than twelve (12) months. When on international short term relocation it is expected that an employee will not be accompanied by their immediate family.

- **International Long Term Relocation**

International Long Term Relocations apply when an employee and their immediate family (if applicable) relocate from their home location to another location outside of Australia, for a period of more than twelve (12) months but no more than two (2) years.

## Relocation Assistance

Employees or new hires moving under **nbn**'s request may be provided with some assistance towards relocation costs.

Eligibility and the nature, type and level of relocation assistance will be assessed on a case by case basis and agreed by **nbn** and the employee or new hire prior to the relocation taking place.

The terms of the relocation assistance to be provided and the arrangements that will apply on completion or termination of the relocation will be set out in writing in an offer letter which must be accepted by the employee or new hire before the relocation commences.

Any relocation costs provided under this policy will be allocated to the relevant business unit initiating the relocation and employees and new hires will only be reimbursed for agreed costs where original receipts for costs incurred are provided to **nbn**.

For International Hires and International Relocations, reimbursement will be in the same currency in which you are paid your salary and wages. If original receipts are in a foreign currency to the country in which you are paid your salary and wages, the appointee or employee will be reimbursed at the relevant exchange rate applicable on the day the expense was incurred.

## Leaving nbn

Should a relocated employee leave **nbn** at their initiation before completion of their relocation term or within 12 months of a permanent relocation the employee may be required to reimburse **nbn** for relocation costs incurred depending on the length of service of the employee.

For employee initiated termination of employment, **nbn** will not be responsible for repatriating the employee to their original home location unless otherwise agreed between **nbn** and the employee or new hire in their offer letter.

# Roles and responsibilities

**Managers** are responsible for:

- explaining the nature of the relocation proposal to the employee



- following the process that applies to relocation
- assessing the relocation assistance to be provided and ensuring appropriate budget is available
- ensuring the employee has agreed in writing to the terms and conditions associated with the relocation

**HR Business Partners** are responsible for advising managers on the terms and conditions available for relocating employees and approving relocation packages for domestic relocations within the available guidelines

**Employees** are responsible for:

- understanding the nature of the relocation and the impact on their personal circumstances
- agreeing in writing to the terms and conditions associated with the relocation

**Remuneration and Rewards** are responsible for maintaining the overall policy and approach to relocations and approving relocation packages for international relocations and any arrangements outside the standard guidelines

**HR Support Centre** are responsible for assisting managers and employees to facilitate the relocation process after an employee has accepted the relocation proposal

## More information

Additional information on the arrangements that may apply where relocation is required is available on the Relocations section of the HUB. Managers considering the provision of relocation benefits can also request a Relocation Information Pack from the HR Support Centre or Recruitment Business Partner.

Janet Lee

Manager Remuneration and Rewards

Effective as of November 2015