Relocation Policy

1. Purpose

1.1 Education Centre of Australia Pty Ltd (‘ECA’) is a world-wide operation with offices located in locations around the globe. To continue to operate effectively and competitively in all of these locations, we need the best people at each location. For this reason, ECA greatly appreciates employees who are able to be mobile during their careers.

1.2 The benefits to ECA of relocating talented employees are numerous. It enables employees to pass on their ideas and expertise throughout the organisation. It also allows employees to gain experience at an international level. Opportunities for career development include training and development, exposure to different working environments and cultures, and the experience of different customer demands.

1.3 ECA understands that employees may incur significant expenses in relocating. The purpose of this Policy is to set out the types of assistance that ECA may, at its absolute discretion, offer to employees who choose to accept an offer of relocation.

2. Commencement of Policy

2.1 This Policy will commence on and from 1/01/2014. It replaces all other policies dealing with relocation (whether written or not). The Policy will not apply to employees who have relocated under a previous policy or arrangement before 1/01/2014.

3. Application of the Policy

3.1 This Policy applies to employees of ECA. This policy does not form part of any employee’s contract of employment.

4. Payment of expenses

4.1 The payment of any part of an employee’s relocation expenses will be offered at ECA’s absolute discretion.

4.2 ECA may, at its absolute discretion, pay for the reasonable relocation expenses for an employee and the employee’s family subject to any conditions that ECA determines appropriate. As part of the relocation arrangements, an employee must agree to be responsible for all other costs associated with the relocation of the employee and, where relevant their family which are not paid by ECA.

4.3 Examples of the types of relocation expenses which ECA may consider covering include:

(a) reasonable costs incurred in connection with the packing and removal of an employee’s personal and household chattels

(b) Insurance for an employee’s personal and household chattels while in transit

(c) one way economy airfares for an employee and their immediate family from the employee’s current place of residence to the new location

(d) rental accommodation for an employee and their immediate family for a period of two months
5. Quotations

5.1 ECA may require an employee to obtain one or more quotations for some or all of the relocation expenses. If ECA requires an employee to provide quotations for any of the relocation expenses, an employee must obtain those quotations and provide them to ECA for approval. ECA may decline any request for reimbursement, payment or subsidy if an employee fails to comply with ECA’s requirements.

6. Approval

6.1 If ECA agrees to provide an employee with assistance under this policy, ECA will advise the employee in writing of the relocation expenses that will be covered, the maximum limit of any such assistance (if applicable) and any conditions upon which that assistance is subject. ECA may refuse to cover any Relocation Expenses that have been incurred prior to the assistance being approved in writing.

7. Receipts

7.1 An employee who wishes to seek reimbursement should provide to ECA, copies of receipts for all expenses reasonably incurred by the employee that ECA has agreed in writing to reimburse, pay or subsidise.

8. Repayment of relocation expenses

8.1 In consideration of ECA’s payment of any relocation expenses, an employee must agree that:

(a) should they resign from their employment for any reason within Nine months of the relocation date; or

(b) if the employment is terminated by ECA for reasons of serious misconduct within Nine months of the relocation date, the employee must repay the relocation expenses to ECA as a debt.

8.2 If an employee is required to repay the relocation expenses to ECA, an employee must agree that the relocation expenses may be deducted from any monies owed to the employee by ECA on the date of termination of employment or if no such monies are owing to the employee by ECA, the employee must agree to repay the relocation expenses immediately.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director
Original issue: 1/01/2014

Policy Maintained by: David Tulloh
Title: Operations Director
Current version: 1

Review date: 1/01/2015
Workplace participant acknowledgement

I acknowledge:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: 

Signed: 

Date: 

__________________________________________________________