



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1 of 3
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Relocation

Purpose

The Company established the Relocation Policy to detail the procedures concerning the payment and other services related to employee relocations. This Policy governs all company relocations that are initiated and required by the Company. Voluntary relocations, those relocations initiated voluntarily by the employee, are not eligible for reimbursement or coverage under this Policy.

Policy

It is the policy of GSI to establish standards for the reimbursement of moving/relocation expenses incurred by newly-hired or transferring employees.

GSI will help defray reasonable relocation costs to a newly hired or transferred employee for the purpose of locating housing and moving to GSI Corporate headquarters office or its designated remote location.

Procedure

Locating Housing:

Cost that can be covered on an actual-cost basis are:

1. The actual reasonable cost of one visit by the employee and his/her family to the area of employment for a period not to exceed three days for the purpose of locating housing.
2. Payment will be made for round-trip transportation costs by air (less than business or first class) or by private automobile. Private automobile travel will be reimbursed at the present rate of reimbursement (not to exceed 400 miles one-way) plus en route tolls.
3. If the trip is by air GSI will reimburse the employee the actual reasonable cost of airfare.

Moving:

Costs that can be covered are:

1. The actual reasonable cost of moving the employee's household good (up to 18,000 pounds), personal property, and a reasonable quantity of consumables and basic materials to the area; storing them if necessary for a period not to exceed 30 days; and moving them from storage to permanent housing in the area.
2. The reasonable cost of transporting the employee and his/her family from their home to the relocation area:
 - a. by air (less than business or first class, if available); b) by private automobile - payment will consist of a flat sum (computed by multiplying officially documented mileage by the applicable IRS rate) to cover automobile expenses, the actual reasonable cost of lodging,

per diem en-route per the JTR rates, plus en-route tolls. Reimbursement for multiple vehicles will be in accordance with IRS allowable expense guidelines at the time.

3. Beginning with the day of arrival in the area, GSI provides per diem allowances to help defray expenses for staying in temporary quarters for up to 15 days (12 days if the employee has taken the housing trip), or until the employee's permanent housing is ready for occupancy, whichever time is shorter.
4. Payment of per diem allowances are not to exceed the applicable per diem rates per the JTR in effect at the time of travel. This includes per diem for the employee's spouse and each child.
5. GSI may pay a new employee up to the equivalent of five (5) days for moving to the local area at the time of hire. This consideration must be negotiated and detailed in the offer letter.

Expenses That Will Not Be Covered:

1. Costs of shipping automobiles, boats, trailers, pets, garden tractor (25 H.P. and over), campers, snowmobiles, large work benches or other items not normally considered household goods or furnishings.
2. Actual cost in addition to per diem allowances for the same day.

APPROVALS

Relocation requests up to \$5,000 require the approval by the Division Lead and operating group SVPGM or Staff Lead before submission to the Director of Corporate Recruiting for coordination and administration with notification to the Chief Administrative Officer and the President & CEO. The operating group SVPGM or Staff lead are authorized with final approval. Relocations requests of \$5,001 and above require the aforementioned approval and coordination/notification however final approval is the President & CEO.

REIMBURSEMENT

To receive approved reimbursable relocation expenses:

1. The employee submits paid applicable relocation receipts to their Program Manager
2. The Program Manager completes a Relocation Reimbursement Request Form and submits the completed form accompanied with the applicable paid receipts to the operating group Senior Vice President & General Manager for review and approval
3. The fully executed Relocation Reimbursement Request Form is submitted to the Senior Director of Corporate Human Resources for coordination of processing through payroll and will be subjected to all appropriate federal and state withholdings.

The employee is required to sign a **Self-Move Relocation Agreement Form** at the time the offer is accepted.

In acceptance of relocation monies the employee commits to not terminate employment for a minimum of ONE YEAR from the date of hire or transfer. If the employee voluntarily terminates employment or is terminated for just cause with GSI before completing the work obligation, except for a permanent medical disability, GSI will recover all monies received in relocation expenses by deducting the amount thus derived, as an after-tax deduction, from any final paycheck including final leave pay out. Should the

final paycheck(s) be insufficient, payment in full is required within 30 days after the effective date of termination.

RESPONSIBILITIES:

Director of Recruiting:

- Assist relocating employee in the interpretation and application of this policy
- Place the order with the selected carrier and arrange to pay the carrier directly upon completion of move, as approved by employee
- Arrange for the movement of household goods and personal effects, according to policy