# Relocation Summary

for qualified positions

Relocating with Tree Top can be a very rewarding experience. Our goal is to ensure that the employees' move proceeds as smoothly as possible. This Relocation Summary is meant to be an overview of what we have to offer. In the event there is any variation between information in this summary and the written provisions of the policy, the policy will prevail. Tree Top reserves the right to amend or terminate any and all of the benefits.

## Scope of Policy

Relocation from old to new location must be a minimum of thirty-five (35) miles or more. While Tree Top will reimburse an employee for expenses within the scope of our relocation policy, it is not intended for Tree Top to fully reimburse an employee for all expenses which may occur in connection with such a transfer or hire.

## Allowable Expenses

Employees who are preparing to relocate will receive a detailed summary of relocation benefits, which outlines the specific relocation package they are eligible for.

### *Relocation Lump Sum*

This lump sum is intended to pay for miscellaneous and incidental expenses incurred during the move.

### *New residence search*

Reasonable cost of travel and living expenses for one (1) trip by the employee and spouse to secure a new residence, not to exceed four (4) days total. Reimbursable expenses include mileage reimbursement and per diem to cover meals. Airfare, rental car, and/or lodging will be directly paid for by Tree Top. Reimbursement will be automatically included with the relocation lump sum.

### *Final moving expenses*

Reasonable cost of travel and living expenses during the final move by the employee, spouse, and dependent children living with them. Reimbursable expenses include mileage reimbursement, per-dem to cover meals, and/or lodging. Reimbursement will be automatically included with the relocation lump sum, unless prior arrangements have been made with Corporate Human Resources.

### *Moving of household goods*

Tree Top will secure, at company expense, a commercial carrier to pack, insure, ship and unload at the site of the new residence, employee's standard household and personal items, which may be readily loaded into a moving van with furniture, **up to a maximum of 18,000 pounds, plus two (2) vehicles. The employee will pay for items over the maximum weight.** There are certain items that are not covered under Tree Top's relocation policy.

### *Temporary storage of household items (if needed)*

As authorized by Human Resources, the company will provide temporary storage of household effects, all or part, for a maximum of thirty (30) to ninety (90) days while waiting for the occupation of new residence.

### *Temporary living expense (if needed)*

If an employee (and family) is unable to obtain either rental or permanent housing by their start date, they will be allowed lodging assistance (i.e., hotel/motel) for up to thirty (30) consecutive days. Lodging will be directly billed to Tree Top. Miscellaneous expenses such as laundry, phone (excluding room surcharges), maid service and grocery/food expenses will NOT be reimbursed.

### *Cancellation of former lease (if needed)*

Should the former lease not be terminated or re-negotiated, the employee will be eligible for all reasonable and unavoidable expenses incurred in terminating a lease for up to two (2) months. Payments will be made directly to the rental company.

### *Real estate commission and sale of home in old location (if applicable)*

Current and newly hired employees may be eligible for real estate commission, up to 6% on the sale of old home.

## Employee Relocation Agreement

Voluntary (or involuntary if related to your performance or conduct) termination of employment with Tree Top within the first twenty-four (24) months of the employee's start date or transfer date will result in forfeiture of any remaining relocation benefits and/or tax gross-up. In addition, any relocation benefits previously provided and paid either: (1) on the employee's behalf to a third party or (2) directly to the employee, shall be repaid by the employee in accordance with the repayment statement, which will be signed by the employee prior to relocation.