

TEMPORARY ASSIGNMENT
(Three Months to one year)
FOREIGN RELOCATION ADDENDUM

Made as an addendum to the Employment Agreement by and between Xxx (“Company”) and _____ (“Employee”), dated as of the _____ day of ___, 19__

A. Allowances and Expenses

In addition to Base Compensation and a ***Foreign Service Premium***, the Company will pay the following:

- (1) Travel — Employee will be provided with economy air travel by the most direct route, and necessary ground transportation to the foreign assignment site and return to Employee’s point of origin, as set forth in the Agreement to which this Addendum is attached.
- (2) Temporary Living Expenses — The Company will reimburse Employee for reasonable, actual and necessary costs for lodging, meals, laundry and dry cleaning, and other essential expenses as appropriate at the foreign assignment location. Temporary assignments do not justify relocation of Employee’s family or household; no Company reimbursements are provided for Employee’s spouse or legal dependents. Reimbursement will be in accordance with applicable Company policies as they may be amended from time to time. Copies of the foregoing have been received and read by the Employee. Similar reimbursement will be provided at the conclusion of foreign assignment.
- (3) Telephone — As a general guide, the Employee will be allowed one personal telephone call per week up to fifteen minutes in duration. Employee will be responsible for the cost difference on personal telephone calls exceeding the guideline.
- (4) Vehicle Assistance — Shipment of any personal motor vehicle is not authorized. Company may provide Employee with an intermediate size automobile for business use during an Employee’s assignment. Where more than one employee is on temporary assignment at the same foreign assignment site, the motor vehicle will be shared. Associated motor vehicle maintenance costs, such as oil changes, motor tune-ups, tubeless tires, gasoline, and automobile insurance, etc., are to be included within the rental or lease agreements; however, if not included, the costs are to be expensed to the Company.“
- (5) Shipment of Personal Goods — Company will reimburse Employee for the round-trip cost (point of origin to the foreign assignment site) of air excess baggage charges up to a maximum of 70 pounds, or approximately 32 kilos. The costs are to be expensed to the Company.

- (6) Hardship Allowance — A hardship allowance will be paid to Employees who are assigned to a foreign country in which the area has extremely difficult unhealthy and/or dangerous living conditions. The hardship allowance will commence on the arrival date and cease on the departure date at the foreign assignment location. The allowance will not be paid for periods of time when the Employee is away from the hardship location.
- (7) Home Leave — Round trip economy air travel to the point of origin will be provided for Employee, or to a spouse, or other legal dependent after each ninety days, provided that to be eligible for such leave, an additional thirty days must remain in the foreign assignment. This allowance will continue throughout duration of the foreign assignment provided the Employee completes each successive ninety-day period. Home return trips will not accrue, and cash in lieu of such trips will not be paid. Vacation time will be exclusive of air travel time. Vacations will be in compliance with Company Policy.
- (8) Emergency Leave — In the event of severe illness or injury to an Employee at the foreign assignment site where medical facilities are inadequate, the Company may provide transportation to the nearest location where adequate medical treatment can be obtained. Also, should death or severe illness occur in the immediate family (spouse, son, or daughter) or a close relative (mother, father, child, sister or brother) living away from the foreign assignment site, round-trip economy air travel will be provided for the Employee to the emergency location.
- In the event of an Employee's death, the Company will reimburse all reasonable expenses in excess of usual expenses as if the death had occurred in their Home Country.
- (9) Detention — Should an Employee, as a consequence of foreign assignment, be detained by any force due to a condition of hostilities within or among foreign countries, the Employee's base compensation, foreign service premium, allowances, and benefits will be continued until release. Payment, after deduction for authorized benefits and tax withholding, will be made to the Employee's spouse or other designated person.
- (10) Separation — In the event of termination while on foreign assignment, the Company will provide economy air travel by the most direct route from the foreign assignment site to the Employee's point of origin.
- (11) Payment of Salary — Company will pay Employee's total compensation (Base Compensation, Foreign Service Premium, and Hardship Allowance) at the point of assignment.

B. Employee Benefits

General —

To be determined through the new expat benefit plan

C. Tax Assistance

- (1) General — The Company will provide “financial tax assistance” for federal and state tax returns by use of a “tax preparation service” whenever an Employee has incurred foreign taxes resulting from a foreign assignment. The Employee’s total compensation (base compensation, *foreign service premium, hardship allowance* and other miscellaneous taxable items) will be tax protected against foreign taxes; federal and state assessed taxes will be the Employee’s responsibility. Normal payroll tax withholding will continue on total compensation, since the Employee is considered to be on travel status and a permanent resident of their Home Country.
- (2) Tax Preparation Service — The Employee is responsible for the preparation and filing of tax returns. The only exception is when the Employee is assessed foreign taxes; PriceWaterhouseCoopers (CONSULTANT) will prepare the Employee’s foreign and domestic tax returns.
- (3) Financial Tax Assistance — If an Employee becomes taxable under the foreign assignment country’s tax system, the Company will provide a cash advance to pay the incurred tax liability.

D. Miscellaneous Items

- (1) Holidays — Employees will normally observe local holidays in the foreign country assigned rather than those in their Home Country. When the number of foreign country holidays observed is less than the holidays recognized by the Company in their Home Country, then the Company will specify the additional holidays to be taken, limited to a total of no more holidays than those recognized by the Company in their Home Country.
- (2) Sick Leave — The Company provides sick leave with pay as income protection in the event an Employee is unable to work for medical reasons. All payments will be in accordance with applicable Company Policy.
- (3) Overtime — Overtime will be paid in accordance with the applicable Company Policy.

(5) Additional Requirements

(a) Employee will be responsible for obtaining the following items for himself. The Employee will be reimbursed for all applicable reasonable costs associated with these items as approved by a designated representative of the Company.

- (i) Valid Passport
- (ii) Visa (if separate from the work permit, which the Company will obtain)
- (iii) International Drivers License
- (iv) Medical Examination and Immunizations
- (v) Language Instruction

(b) Company will provide the following at no cost to the Employee:

- (i) work permits
- (ii) credit cards

(6) Company's Representative

As the Company's Representative to exercise the duties set forth herein, the Company appoints: _____

ATTEST:

Xxx

By: _____

By: _____

EMPLOYEE: _____

Typed Name: _____

Date Signed: _____