

# International Short-Term Assignment Market Practices

Year over year, companies seek to offer support for their mobile population that provides an exceptional employee experience, achieves business objectives, and reflects corporate culture and values. To accomplish this, Graebel partners with these organization to provide strategic guidance in developing and transforming their relocation programs using our “people-first” approach to talent mobility. The following is a summary of typical practices of this market for international short-term assignment (STA) programs.

## Program definition and eligibility

Temporary assignment across an international border for a duration between three and 12 months.

This program applies to current employees, but newly hired employees may be eligible depending on role, need, objective, etc.

Due to the limited duration, these assignments are **generally unaccompanied** by the employee’s spouse / domestic partner and/or additional household members.



### Immigration



Professional assistance with obtaining required documentation – work permit, visa documents, residency permit – for the assignee to live and work in the destination country.

### Medical requirements

Coverage of expenses associated with medical examinations and immunizations required for entry into the host country if the current health / medical plan *excludes* coverage.



### Home country residence

Due to the limited duration of the assignment, *no* assistance is provided with either the disposition or rental of the primary residence in the home country.



### Destination services

One day of support through a local Destination Services Provider (DSP) to assist with the transition to the host location, aid in familiarization of the local area, and/or provide essential settling-in support.



### Language training

Either instructor-led training (up to 50 hours) or self-guided online resources are offered.



Depending upon assignment objective, business-specific language courses may be offered.

### Intercultural training

One-day training and education program to assist the assignee and/or accompanying household member(s) with integration into the destination culture.



## Shipment of personal belongings



### Assignments of less than six months on duration

Reimbursement for two checked or excess baggage fees, with caps ranging from USD 300 to USD 500 (or currency equivalent).

### Assignments of six to twelve months in duration

Air shipment of personal effects, limited to a D-size or E-size container.

### Final move

Travel to the host location for the assignee, with coverage of:

- One-way transportation (airfare and ground transit to/from airport or mileage / kilometrage and tolls)
- En route meal expenses



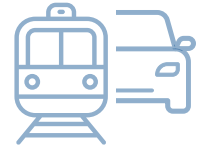
### Assignment housing

Company-provided housing and utilities are covered for the duration of the assignment, with furnishings either included or rented depending on location and availability.

In some cases, it may be more cost-effective to find a 12-month rental lease and provide a furniture rental allowance.



### Host country transportation



If the assignee cannot / does not drive their personal vehicle to the assignment location, transportation support provided based on host country practices and company policy.

Options may include auto rental, transportation allowance, or car and driver (in select locations).

### Per diem

Provided to cover daily living expenses such as food and personal care items, public transportation, laundry, etc. while on assignment. Amount is calculated by a third-party data consultant.

May be disbursed as a one-time allowance or paid monthly for the days the assignee is physically in the primary work location.

If assignment housing is equipped with kitchen facilities and/or host country transportation is provided, the per diem may be reduced or eliminated.



### Home leave trip(s)



Home leave is permitted at varying intervals (e.g., monthly, bi-monthly, quarterly) depending on length of assignment.

One eligible household member may travel to the assignment location *in lieu of* the assignee travelling to the home location.

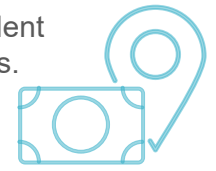
Paid as either a reimbursement of actual round-trip travel expenses (airfare and ground transit / parking or mileage / kilometrage) or an allowance to cover associated transportation costs.

### Hardship allowance

Inclusion of this benefit is dependent on company assignment locations.

When offered, a premium is paid if living conditions in the host location are deemed difficult due to housing, political conditions, isolation, climate, safety concerns, etc.

Allowance is usually calculated by an external data consultant and paid as a percentage of the assignee’s annual salary.



### Tax support

If the assignment generates additional tax obligations due to the country combination (home and host), the following assistance may be provided via the company-designated tax professional:

- Tax consultation prior to departure and/or upon arrival at destination
- Home and/or host country tax return preparation for the year of the assignment and any additional year(s) in which there is a multi-filing obligation
- Tax equalization



### Repatriation

Repatriation support mirrors expatriate provisions and includes:

- Departure services
- Return air shipment of personal effects or baggage fees
- Final move expenses

