



# Staff Relocation Assistance Policy

Reviewed by: Sustainability Team Chair

Approved by: Managing Director

One of AET Group’s largest environmental impacts is commuting. Many of our staff have long commutes to the workplace. These long commutes drain your time and wallet, emit more pollution into the air and are detrimental to your health ([read more](#)). This policy was created as an incentive for staff to reduce their commuting distance.

**In order to qualify for the program, you must:**

- 1) Complete your probationary period, and;
- 2) Move closer to an AET office to reduce your commute
  - a. Commute reduced by 25kms one way = 25% assistance to a maximum of \$250
  - b. Commute reduced by 26 – 50kms one way = 50% assistance to a maximum of \$500
  - c. Commute reduced by 51 – 75kms one way = 75% assistance to a maximum of \$750
  - d. Commute reduced by 76kms or greater one way = 100% assistance to a maximum of \$1,000

**The following expenses will be covered by the relocation assistance policy:**

- 1) Movers, or moving company;
- 2) Supplies (boxes, tapes, etc..) to help with the move, and;
- 3) Rental of a moving vehicle

In order to receive the reimbursement, the Staff Relocation Assistance form shall be completed and submitted to your Manager for review and approval, including the following information:

- 1) New address
- 2) Old address
- 3) Receipts for the listed expenses
- 4) Signed reimbursement application form.

Assistance recipients who voluntarily leaves the employment of the Employer or is terminated for good cause, they agree upon termination and/or ceases working for the Employer before the expiration of two (2) years after the Application Date, the Employee will reimburse the Employer for the cost of the Staff Relocation Assistance as determined by the schedule shown below.

Number Of Months of Service from Application Date	Reimbursement
Months 1-6	100%
Months 6-12	75%
Months 12-18	50%
Months 18-24	25%



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Page: 2 of 2

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## Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	
01	Yearly Review	2020-10-19
02	Updated to new format. Updated rebate amounts.	2021-07-07
03	Yearly Review. Updated commute reduce percentages.	2023-03-27
04	Yearly Review – Updated the qualifications of the program and the reimbursement table	2024-02-13