



RELOCATION POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
July 2008	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

Relocation Policy

In exceptional circumstances SEStran will consider contributing to relocation costs for staff. Relocation expenses are judged on a case-by-case basis and each employee's situation and circumstances will be unique. SEStran therefore retains discretion to tailor the relocation package to suit the particular circumstances and needs of each employee. The contribution will not exceed actual relocation costs and must be substantiated by receipts. However, SEStran will always act fairly and in a non-discriminatory manner.

Relocation assistance is discretionary. It is not a contractual entitlement and SEStran reserves the right to withdraw it at any time.

Review

This document will be reviewed annually by SEStran.