



Resettlement Policy

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1. PURPOSE

To provide measures and guidelines for SASSETA to meet, within reasonable economic limits, the actual expenses incurred by an employee and his immediate family due to relocation and concomitant resettlement.

This could be because of any of the following:

- 1.1 An existing employee of SASSETA is transferred, whether such a transfer was initiated by the employer; was as a result of a promotion or the implementation of new working arrangements that require relocation of an employee or as a result of a change of SASSETA's headquarters the employee reports to;
- 1.2 An employee is newly appointed and must relocate to a new place of work-;
- 1.3 The distance between the new employee's place of work and the old place of work is 250 kilometres or more.

2. TERMINOLOGY

TERMINOLOGY	DESCRIPTION
Accommodation Expenditure	Expenditure in respect of lodging, meals, non-alcoholic beverages taken with meals, dry cleaning, and laundry services and parking (all of which must be supported by valid vouchers) of an employee and his/her immediate family. All other expenses are for the employee's own account, such as tips; additional room service, personal telephone calls and entertainment.
Employee	Any person who is employed by SASSETA, whether permanently or on contract, who receives, or is entitled to receive, any remuneration in exchange for services rendered to SASSETA in terms of a contract of employment with SASSETA. Employee, for purposes of this policy, also includes any person who accepted an employment offer from SASSETA. "Employed" and "employment"

TERMINOLOGY	DESCRIPTION
	have a corresponding meaning to that of "employee."
He/She	The use of either of these pronouns will, throughout this policy, refer to both male and female and is intended to be gender-neutral
Headquarters	The city, town or place where the principal duties of an employee are or must be performed.
Immediate family	<p>Includes an employee's spouse, life partner, children, parents, grandparents, siblings and grandchildren, all of whom may or may not be biological, but must be:</p> <ul style="list-style-type: none"> a.) dependent on the employee for the bulk of his subsistence; and b.) live with the employee. <p>The definition of a "life partner" is adopted from the Customary Marriages Act of 1998 and includes the following characteristics:</p> <ul style="list-style-type: none"> i.) The employee and his partner are unmarried; ii.) The partnership may include cohabitation; and iii.) The life partner and the employee share the responsibility for one another's collective common welfare and social needs, financially and otherwise.
Interim Accommodation	A temporary place to stay, whether furnished or unfurnished, while an employee and his immediate family are actively searching for permanent accommodation.
Personal Effects	Movable property or goods of an employee and his immediate family which normally applies to

TERMINOLOGY	DESCRIPTION
	personal use, including vehicles, but excluding livestock, domestic animals and pets.
Transfer	The moving of an employee and his immediate family initiated by the employer, from one headquarter to another both nationally and internationally.

3. SCOPE OF APPLICATION

This policy is applicable to all employees in accordance with the terminology provided above.

4. IMPLEMENTATION ARRANGEMENTS

This policy will be effective from the date of approval by the Board.

5. SASSETA POLICY DETERMINATIONS

5.1 Travelling and Subsistence

5.1.1 SASSETA will meet the actual travel and subsistence costs the employee incurs arising as a result of appointment or transfer by SASSETA.

5.1.2 All travelling and subsistence expenses so incurred must be supported by valid vouchers to be submitted by the employee to SASSETA to qualify for the reimbursement thereof;

5.1.3 The most economical means of available transport must be used by the employee and his immediate family; or

5.1.4 Should an employee travel with his personal vehicle (or of his immediate family) the approved SASSETA-tariff will be applicable for reimbursement of fuel expenses.

5.2 Interim Accommodation

5.2.1 If the employee cannot move into permanent accommodation immediately upon appointment or transfer, the employee and his

immediate family will be allowed to utilise interim furnished accommodation for a maximum period of two (2) calendar months;

- 5.2.2 In exceptional cases, the maximum period referred to above may be extended to three (3) calendar months. However, such an extension to this period must be done through the submission of a written request and reasons for the request by the employee, and subsequent receipt approval of the CEO prior to the said extension.
- 5.2.3 The employee must submit at least three (3) written quotations from available and suitable interim accommodation he will utilise for consideration and approval by SASSETA of the most cost-effective option prior to the employee confirming any interim accommodation arrangements;
- 5.2.4 The cost of the interim accommodation includes breakfast, lunch, dinner and two non- alcoholic beverages per meal per individual per day, laundry and parking. All other expenses, not specifically listed here, will be for the employee's own account.

5.3 Transportation and storage of household and personal effects

- 5.3.1 SASSETA Supply Chain policy must be adhered to when procuring transportation and storage services;
- 5.3.2 SASSETA will pay for the transport and storage of household and personal effects of an employee and his immediate family for a maximum period of two (2) calendar months;
- 5.3.3 In exceptional cases and, subject to prior approval of the CEO, such a period may be extended to three (3) calendar months;
- 5.3.4 The employee must obtain and submit a minimum of three (3) written quotations from independent and registered removal companies that must include the costs related to insurance, packing, unpacking and storage;
- 5.3.5 SASSETA will cover the employee's expense of storage of personal effects as well as all-inclusive insurance cover thereof during the employee's stay in interim accommodation. However, the storage is limited to the timeframes explained in 5.2.1 and 5.2.2 above and any

costs incurred in respect of storage of personal effects after the agreed timeframes, will be for the employee's own account;

5.3.6 The cost of conveying personal effects from one storage place to another during the timeframes explained in 5.2.1 and 5.2.2 will only be paid by SASSETA if such a move was unavoidable and subject to prior approval of the CEO;

5.3.7 In respect of employees relocating internationally, SASSETA will pay the actual expenditure on custom duty, tax and other levies or fees arising from the transportation of private motor vehicles across international borders, provided there is documentary proof.

5.4 Incidental Expenses

5.4.1 Incidental expenses from resettlement are those expenses for which provision is not made elsewhere in this policy, which may include costs relating to the evaluation of a property, telephone connection, new school uniforms and books, transportation and sundry costs not necessary mentioned herein;

5.4.2 In order to meet the above costs arising from resettlement of an employee and his immediate family, SASSETA may pay a single amount to the employee, subject to the following:

5.4.2.1 If an employee occupies furnished accommodation at the new headquarters of SASSETA he will be reporting to, he will be paid 25% of his basic monthly salary on the date of resettlement, irrespective of the period of occupation; or

5.4.2.2 If an employee occupies unfurnished accommodation at the new headquarters of SASSETA he will be reporting to, he will receive 100% of his basic monthly salary on the date of resettlement, irrespective of the period of occupation.

6 REFUND OF RESETTLEMENT EXPENSES

As part of the employment contract, the employee must agree in writing to pay back a pro-rata portion of the relocation expenses paid by SASSETA if he leaves SASSETA within a year or less from the date of relocation, irrespective of the reason

for his leaving; except in respect of retrenchment or termination due to ill health, where the employee will not be liable for reimbursement of any amount.

The pro-rata reimbursement the employee will be liable for are calculated as follows:

Should the employee leave SASSETA within this period after the date of relocation	Percentage of the resettlement costs the employee will be liable to repay to SASSETA
0-3 months	100% of the total resettlement costs
>3-6 months	80% of the total resettlement costs
>6-9 months	60% of the total resettlement costs
>9-12 months	30% of the total resettlement costs

7. APPROVAL

Document Name	Resettlement Policy
Year of Current Review	2022/2023
Year of Next Review	2026/2027
Review process championed by the Chief Executive Officer	
Name of the CEO	Mr Thamsanqa Mdontswa
Signature: 	Date: 24/06/2022
Document reviewed and recommended for approval by HR and Remuneration Committee	
Name of the Chairperson	Ms Motlalepula Molefe
Signature: 	Date: 24/06/2022
Approved by the Board	
Name of the Chairperson	Mr Chris Mudau
Signature: 	Date: 24/06/2022