

# CABGOC – Cabinda Gulf Oil Company

## Human Resources

### Administrative Guidelines - Relocation Policy

#### Scope

This guideline covers all Angolan national employees relocating within Angola, new hires recruited overseas as well employees repatriating to Angola from international assignment or completion of scholarship program.

#### Responsibility

##### *Employees*

- Employees hired overseas or those who decided to live overseas are responsible to cover their travel expenses to and from the hiring point of origin (Luanda or Cabinda). CABGOC will only be responsible for crew change transportation from Luanda or Cabinda to the work location and vice versa.
- If an employee applies for a 5/2 position and is selected for a job different than his point of hire, he will be responsible to cover his own relocation costs. Nevertheless, after moving, his point of hire will change as per new job location.
- Any visa/passport issues for the new hire and/or dependents required to move to Angola are of the entire responsibility of the new hire.
- Employee repatriating from an expat assignment is responsible to provide an updated bank details for new location salary payments. This is to be provided at the same time as the signed relocation form.

##### *Human Resources*

- Human Resources department is responsible to ensure that the relocation form is properly filled in, duly signed and follow up with the Finance for processing relocation assistance payments.
- HR is responsible for confirming employee's hiring point of origin before re-assignment, determining if hiring point of origin will change with the reassignment, and making appropriate payment of the relocation assistance.
- HR is responsible to submit the relocation form to Finance Department (after being signed by their Department manager and HRGM). Please note that this lump sum is only given to the new employee upon arrival to the new location.

##### Staffing Coordinator (contact: Lucinda Soares – LTHQ, ext. 1131)

- Staffing Team is responsible to request SCM to provide transportation, shipment of goods and secure interim accommodation for *New Hires*. SCM is responsible to ensure that new hires do not overstay in the provided accommodation.

##### HR Expatriate Administration: (contact: Neotil Neto – NNID, ext. 1630)

- HREA is responsible to validate the type of Assignment which will determine the allowance that the employee is entitled to receive.
- Excess luggage for the employee repatriating from the international assignment, will be processed by the expat counselor.

- HREA is responsible to validate that all bank details, including new location is collected from employee and processed timely.
- Excess luggage for existing employees repatriating after completion of studies through company scholarship, will be processed by the Scholarship Administration Team.

#### **HR Business Partners: (assigned department BP)**

- Validate the benefit eligibility, e.g. the amount of the allowance based on the new location (Luanda or Cabinda) as per policy; check employee Point of Hire;
- Validate the miscellaneous benefit entitlement based on the policy;
- Validate the accuracy of the cost center and business justification being provided for each case;
- Liaise with Supervisor and Payroll/Data support team to submit PCR and Relocation Expense Form;
- Provide guidance to employee and supervisor on appropriate SCM contacts to provide support with move;
- Inform employees on appropriate level of department approval;
- Assist securing required approvals and ensure submission of the form to Finance for processing;

#### ***Managers***

- In every situation, management determines the location and job position where employees' services are required.
- The General Manager of the department must approve the transfer of the employee and ensure that the notification is sent to HR as appropriate.
- The department GM approves the payment of the relocation assistance in the Relocation Expense Request Form.

### **Procedures**

#### ***New hires***

- The hiring point of origin of an employee is the employee's work location at time of employment. Employee's point of origin may change or remain the same when transferred to another work location depending on the type of transfer (e.g. changes if transferred from Cabinda to Luanda; if transferred within the same province remain the same).
- Employees hired abroad, will have Luanda or Cabinda as a Hiring Point of Origin. The Hiring Point of Origin will be indicated in the employee's promissory and employment contracts.
- The relocation assistance will only be provided to new hires that are moving to Angola.
- Interim accommodation will be provided for the employee and eligible dependents in a hotel for up to thirty (30) consecutive days. The 30-day period must be continuous unless Company-business travel forces the employee to be away, in which case he/she may be provided with accommodation for the remaining days immediately after their return.
- Candidates Employees must be leaving abroad for a period of at least 2 years at the time of the recruitment and company has to specifically have knowledge of this through checks of documentation from local institutions dated within 3 to 6 months.
- Experienced or university hires relocating to Luanda or Cabinda from outside Angola.
- Bachelor's degree minimum requirement.

### ***Existing employees***

- When the company transfers an employee from one location to another on a permanent basis the following conditions apply:
  - Rotators who are requested by CABGOC to relocate and, as a result, are moving to a 5/2 work schedule, in a location different from the hiring location are eligible to receive a relocation package.
  - Employees who are married to each other and are being asked to relocate to the same location will only receive one relocation package.
- If an employee is asked by the company to change work location different from the hiring point of origin, relocation assistance is provided but only if the new job is not a rotational position.  
Employees expatriating/repatriating from international assignments or those who have completed studies overseas through a company scholarship may be eligible to receive relocation, provided that they did not receive the Housing Loan when the scholarship/work assignment was awarded, for a minimum period of 12 months.
- If necessary, to close out personal business at the employee's previous location, the company will provide transportation for up to four visits to finalize relocation arrangements, attend to business related to the sale of the house, etc. This benefit must be pre-approved by the Department Manager and it will not be extended for more than 6 months past the official date of the relocation move.
- Interim accommodation will be provided for the employee and eligible dependents in a hotel for up to thirty (30) consecutive days. The 30-day period must be continuous unless Company-business travel forces the employee to be away, in which case he/she may be provided with accommodation for the remaining days immediately after their return.

### ***Employees expatriating/repatriating to/from international assignments***

#### ***Interim Living assistance***

Interim accommodation will be provided for the employee and eligible dependents in a hotel for up to thirty (30) consecutive days. The 30-day period must be continuous unless Company-business travel forces the employee to be away, in which case he/she may be provided with accommodation for the remaining days immediately after their return.

#### ***Automobile Sale Loss Allowance – Repatriation/Reassignment***

If you own one or more automobiles/motorcycles as your primary source of transportation when you are informed of your transfer, you receive this unaccountable allowance, intended to compensate you for the assumed loss on a forced sale of up to two automobiles/motorcycles.

This allowance is intended to provide flexibility so that you can sell your vehicles and be compensated for an assumed loss on a forced sale, pay for lease cancellation penalties or pay to ship your vehicles. In order to receive this allowance, you must show proof of ownership or long-term lease. Also, this allowance does not apply to recreational vehicles such as ATVs, golf carts, dune buggies and mopeds.

Expatriates receiving an automobile allowance or a company-provided automobile are ineligible for the automobile sale loss allowance.

## **Dependents Eligibility**

### ***New hires / existing employees***

- Eligible dependents (children) should be considered until 18 years old. All dependents must be in the new hire dependent form to be registered in the Human Resources system. For the spouses, to be considered as a beneficiary a proof of marriage is required. It also applies to dependent, unmarried children between ages 18 and 25 who are full-time students.
- Severely mentally or physically disabled dependent can remain eligible past age 18.

## **Process to complete the Relocation Expense Request Form**

1. Employee fills the Relocation Form with all details and submit to HR along with a signed copy of the bank statement.
2. HR sends the form to be signed by the Department Manager.
3. HR sends the form to be signed by HRGM.
4. HR submits the form to Finance Department.
5. HR follows up to ensure that the payment is completed within 28 days.

## **References**

[Relocation Policy 231](#)