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OBJECTIVE:目的:

- To assist employees who relocate on behalf of the company.
协助员工代表公司搬迁。
- To be recognized as a professional and preferred employer.
被公认为专业最佳雇主。
- To establish the financial extent of relocation support.
确定搬迁资助程度。

APPLICATION:应用:

The General Manager is the only person authorized to approve relocation expenditure using this policy as a guideline.

公司总经理是唯一获授权的可以该政策作为指导方针批准搬迁经费的人。

There may be some exceptions that will call for the discretion of the Manager. Such exceptions may include a family with a large number of children which would require a higher removal allowance, or relocation from countries such as United States would be more expensive than the Sub-Continent.

可能有一些例外情况，需要总经理酌情处理。这种例外情况可能包括：有大量子女的家庭，需要较高的搬迁津贴，美国等国家的搬迁费用比印度次大陆更高。

It is the responsibility of the Personnel Manager to coordinate with and automatically advise the relocating personnel following their acceptance of employment. Information at this stage can greatly reduce the stress and tension normally associated with moving.

人事部经理须负责协调，并在接受聘用后自动建议重新安置人员。在此阶段的信息，可以大大减轻通常与迁移有关的压力和紧张。

All the required brochures and literature should be set up by the Personnel Department in consultation with other expatriates and the General Manager.

所有必需的宣传册和印刷品均由人事部经与其他外籍雇员和总经理磋商后负责编制。

It goes without saying that gestures such as personal welcome and collection at the airport by the manager responsible creates an excellent initial impression.

毋庸置疑，经理负责的机场欢迎和集合等手势，可令人产生良好的初步印象。

STATEMENT OF POLICY

政策声明

1. It is our intention to facilitate a smooth move for Key Personnel who relocate on behalf of the company and to make it easy for them to adjust to their new place of residence.
际酒店的意图是，方便代表公司的关键人员顺利迁移，并使他们更容易适应新居住地。
2. Removals:
搬迁:

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Key Personnel *Category A* are entitled to remove up to 300 kg of personal effects by surface, unaccompanied, or 200 kg by air, unaccompanied. *Categories B and C* are entitled to remove up to 200 kg by surface and 100 kg by air. Removals may include insurance.

A类关键人员均有权通过地面运输迁移300公斤非随身携带的个人物品，或通过空运迁移200公斤非随身携带的个人物品。

B类和C类关键人员有权地面运输迁移200公斤的个人物品或通过空运迁移100公斤的个人物品。搬迁可能包括保险。

Three official quotations, from different carriers, including the insurance, are to be submitted in advance to the General Manager may use his discretion to approve the additional weight.

Key Personnel A are additionally entitled to a maximum of 20 kg of accompanied luggage (excess baggage when flying).

The packing services offered by removal companies can only be engaged at the company's expense by Key Personnel category A and above.

要提前向总经理提交不同承运人提供的三个正式报价（包括保险），总经理可以酌情批准额外重量。

A类关键人员有权另外携带最多20公斤的随身行李（乘飞机时的行李超重费）。

搬运公司为A类及以上关键人员提供的包装服务的费用由公司承担。

3. Interim accommodation

临时住宿

Wherever possible accommodation for new Key Personnel and their families on a live out basis should be available on their arrival. However in exceptional cases while accommodation is being located, a room(s), meals and laundry in the hotel may be given for a maximum of one month.

只要有可能，离家外出的新关键人员及其家属在他们到达时应提供住宿。然而，在查找住宿的特殊情况下，可以提供酒店的一个房间、膳食和洗衣服务，但最长只能逗留一个月。

4. Accommodation search:

住宿搜索:

When a new Key Personnel is searching for accommodation (entitlements given in policy HR 4.2) the hotel is expected to offer assistance by having a list of recommended Agencies, advice on locations and if possible, to appoint someone with good local knowledge to accompany them on their search.

当一名新关键人员在搜索住宿（HR

4.2条政策规定的权利）时，酒店要通过推荐机构名单、位置建议提供援助，如果可能的话，指定某位熟悉本地情况的人员，陪他们进行搜索。

5. Local information

本地信息

All hotels are expected to have a standard package containing all the required information for as expatriate coming to live for the first time in the country. The information must include at a minimum:

所有店（国际酒店）一般都配有一个标准程序包，其中包含第一次到本国生活的外籍人士所需的所有信息。这些信息至少包括：

- The history and geography历史和地理
- Climate气候
- Culture文化
- Language语言
- Local laws and traditions当地法律和传统
- Any unofficial codes of conduct任何非正式的行为准则
- Locations of interest and recreation娱乐休闲场所
- Currency 货币
- Transport运输

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- Dress 着装
- Places to shop, eat, worship 购物、饮食、礼拜场所