

Global Relocation Policy

The primary aim of this policy is to provide a framework which both managers and employees can utilize to understand how to facilitate a relocation move from one country to another(the “Company”).

Relocation goals focus on transferring knowledge, building sustainable teams around the globe, creating strong customer relations and adding up exciting new adventures in our employees’ career path.

A relocation process is a once in a lifetime experience for the employee and his/her dependents. In order to ensure it is a positive one, we advise our employees to learn about the process and different dimensions and implications of such a move, before making a decision.

This policy will be implemented at the discretion of the company's leadership and the HR and will be reviewed from time to time in accordance with global best practices. The company reserves the right to amend or update this policy at any time, with or without notice.

1. Definition & Procedures

Decisions around relocations are done as part of the company overall workforce planning, and based on company business needs, as well as local needs and immigration considerations.

The company has two different types of relocation assignments available, which will be examined and approved by the company:

- a. **Type A** - Employee impact driven - a personal employee assignment supported by the business - a 3 years relocation assignment
- b. **Type B** - Business impact driven - a strategic assignment with defined business needs - a 3 year relocation assignment.

In order to be considered as Type B, the objective of the relocation assignment must have an impact on the business, supporting one of the following business needs, and approved by the HR leadership:

- to fill a position where no local staff are qualified
- to transfer unique expertise and train local staff
- to facilitate business development in an emerging region

Requests to extend the duration of a Type B relocation assignment for more than three years, or to return to the origin location at the end of the assignment, will be examined by the Company on a case-by-case basis. Requests to end the relocation assignment within the relocation period and return to the origin work location will be examined by the Company, and this will result in employee penalties (related to Visa). In all relocation termination other than for cause, the Company will bear the cost of flights and shipping.

It should be noted that relocation is a voluntary termination, meaning the employees' first date in the hosting country will be consecutive with the last working date in the origin country. However, the employee's tenure will be consecutive, and will be eligible for relevant benefits accordingly.

Prior to the employee's relocation, he/she will be issued an offer letter of employment which applies to the local country's jurisdiction, and prevailing laws will apply in cases of any dispute. The offer letter will also set forth a relocation agreement with the specific obligations of both the Company and the employee. Where possible, the offer and agreement must be signed in advance of the actual move or implementation of the relocation process.

No permanent travel will take place unless the employee and their family have the relevant work permits and visas in place.

This policy is not intended to be a contract of employment or form part of any terms and conditions of employment. Those eligible for relocation will receive an offer letter and/or employment contract (where applicable) outlining the necessary details for the relevant host country.

2. Eligibility

Eligibility for a relocation assignment must meet the following criteria:

- a. Aligned with a business need as stated in section 1 above.
- b. Employee must have worked full-time for the Company
- c. A minimum of 12 months employee tenure in current role
- d. Employee is in good standing with the company
- e. Good performance and achievements of the employee in the last 12 months.
- f. A pre-approval of the direct manager, as well as the business unit VP and the HR.

In some cases, the employee must have one or both of the following, according to local requirements of the hosting country:

- a. At least a Bachelor's level degree in a relevant field of study.
- b. A minimum of specified years of experience.

Eligible employees will go through a relocation assessment process (outlined in Appendix A), in order to examine their suitability and readiness for the relocation move.

All relocations require the approval of the HR leadership.

The relocation is subject to obtaining the necessary work permit and immigration process approval in the hosting country.

3. Definition of Eligible Dependents

For the purpose of this policy, eligible dependents shall include an employee's legally married spouse and unmarried children under 21 years of age for the United States and under the age of 18 for most other locations.

In some countries, eligibility may also extend to certain types of Partnerships. As it does vary by location, please consult with a member of the HR for more detailed guidance.

The company cannot guarantee eligibility and must follow the rules and regulations of the relevant location. Where allowable, this definition will also include a Partnership that demonstrates the following criteria:

- a. Each other's sole domestic partner, not in a relationship with anyone else, and intend to remain so indefinitely.
- b. Neither is currently married to anyone else.
- c. Not related by blood in a manner that would legally prohibit marriage.
- d. Have continuously resided together in the same residence for at least six (6) months and intend to do so indefinitely.
- e. Jointly responsible for each other's common welfare and share financial obligations, which must be demonstrated by the existence of certain forms of documentation (as determined by the relevant immigration authority for the host country).

4. Visa Sponsorship and Work Authorization

The company will bear all costs related to the visa application and the HR and Legal will assist in preparing and filing the paperwork as needed.

The employee will be responsible for maintaining passports, abiding by all of the rules and regulations of the new work location, and providing all of the necessary documentation to retain a legal right to work and live in the relevant country, within 1 month from the date of any offer of employment.

In cases where a spouse or eligible partner may receive a visa that allows for employment authorization, the Company will provide financial support for the spouse's (or eligible Partner's where allowed) application for work authorization. Employee should understand that depending on the legal requirements in the visa category, in some cases, the spouse (or eligible Partner) will not be eligible to apply for work authorization in the visa category or may not be able to begin working until the work authorization card is received.

If the employee voluntarily terminates his employment within two (2) years of the relocation, he/she will be responsible for repaying the company for the total amount paid towards obtaining a work visa for the employee and eligible dependents to the extent allowed by law under the applicable visa category.

5. Relocation Package

Package Criteria	Type A - Employee Impact Driven	Type B - Business Impact Driven
Compensation	The employee's salary will be equitable to local market rates set at the time of the move and will be determined by the HR representative of the local country. The employee will be paid according to the relevant payroll practices for the new location and will be subject to applicable tax withholdings and ordinary payroll deductions	
Benefit Program	Employee benefit programs such as health insurance, pension/retirement, time off including vacation and holidays and others relevant to each location will follow applicable local requirement and practices. More details will be outlined in the relocation offer letter as needed.	
Options	The employee's existing options grants will continue to vest according to their terms. The company will not bear any taxation imposed upon the employee by the different countries in relation to options	
Cell phone	The Company will bear the cell phone costs according to the Mobile Phone Policy in the hosting office	
Relocation consultancy	Not applicable	The employee will be entitled to receive an advisory session with an external relocation consultant regarding settlement needs (i.e. housing search, schooling, opening a bank account etc.)

<p>Pre-relocation trip/ Temporary accommodation</p>	<p>The employee will be entitled for a pre-relocation trip OR temp accommodation after relocating to the hosting country.</p> <p>The pre-relocation trip includes flight tickets (economy class) for employee and spouse up to 6 days hotel accommodation at the relocation country (according to business Travel Policy)</p> <p>The temp accommodation is for a 1 month period from employee's arrival at the hosting country, and up to a limited amount of 2,500 USD.</p> <p>* The employee will submit a Travel expense report</p>	<p>The employee will be entitled for a pre-relocation trip OR temp accommodation after relocating to the hosting country.</p> <p>The pre-relocation trip includes flight tickets (economy class) for employee and spouse up to 6 days hotel accommodation at the relocation country (according to business Travel Policy)</p> <p>The temp accommodation is for a 1 month period from employee's arrival at the hosting country</p> <p>* The employee will submit a travel expense report</p>
<p>Flight tickets</p>	<p>According to business Travel Policy, according to family size. Each family member is entitled to up to 2 items of luggage</p>	
<p>Taxi to the airport and to location</p>	<p>Invoice per taxi to the airport on the departure date and from the airport to the hotel on arrival day. The employee should pay directly and submit for reimbursement</p> <p>* The employee will submit a travel expense report</p>	

<p>Transportation support (Temp car rental/subway/taxi)</p>	<p>Not applicable</p>	<p>2 week period from the employee’s arrival to the hosting country, and up to a limited amount according to region, to be shared with the employee once applicable. The employee should pay directly and submit for reimbursement</p> <p>* The employee will submit a travel expense report</p>
<p>Settlement hours</p>	<p>The employee will be entitled for 40 hours to settle in the relocation country. These hours are for the employee to use for personal settlement needs during the first month at the relocation destination. The use of hours should be coordinated with the direct manager.</p>	
<p>Relocation allowance</p>	<p>The employee will be entitled to receive a relocation allowance, to cover for employee needs related to tax advisor, accommodation, shipment support, spouse’s possible unemployment, or any type of support or service the employee may choose to realize while settling in the new location. The allowance will be based on the job level of familial circumstances as detailed in the ‘Relocation allowance’ table below.</p> <p>*The allowance amount is before taxation and will be paid as part of the gross salary (in last paycheck at origin location)</p>	<p>The employee will be entitled to receive a relocation allowance, to cover for employee needs related to tax advisor, accommodation, shipment support, spouse’s possible unemployment, or any type of support or service the employee may choose to realize while settling in the new location. The allowance will be based on the job level of familial circumstances as detailed in the ‘Relocation allowance’ table below.</p> <p>*The allowance amount is before taxation and will be paid as part of the gross salary (in last paycheck at origin location)</p>

Relocation agent support	Not applicable	An external relocation agent to support settlement in the destination of employee and family (i.e. housing search, schooling, opening a bank account etc.) - recommended to be used on a pre-relocation trip.
Shipment support	Not applicable	Shipment costs based on family size, to be shared with employee once applicable *Optional, if used, cost will be deducted from relocation allowance
Home leave	Not applicable	Once a year, the employee will receive an annual family vacation to his/her home country. The employee will be entitled for roundtrip flight tickets for him/herself and the family to the home country; During the home leave, the employee is entitled for 5 vacation days. * The employee will submit a travel expense report

* Vendors for each relocation benefit described in the above table will be provided by the company.

Relocation allowance:

Level	Type A	Type B
Single employee	\$2,500 USD	\$10,000 USD
Married or Partnership without children or Single parent with 1 child	\$3,000 USD	\$10,000 USD
Married or Partnership with 1-2 children or Single parent with 2-3 children	\$4,000 USD	\$15,000 USD
Married or Partnership with 3+ children	\$5,000 USD	\$20,000 USD

* All allowances will be assessed in U.S. dollars. All other relevant currencies will be converted accordingly using the then current exchange rate at the time of the relocation payment.

6. Relocation Expenses

Relocation expenses as described in this document will be paid by the Company. There are some expenses (i.e. transportation expenses) which the employee should pay directly and submit for reimbursement.

The expenses reimbursement is subjected to valid invoices proof.

7. Repatriation

Approximately 2 months before the relocation assignment ends, it will be decided per business needs with the employee, the HR and the employee's managers, whether the assignment will be extended, or the employee will be repatriating to his/her home country.

If the employee is terminated from the company other than for cause, the company will bear the cost of a flight back to the employee and eligible dependents' origin location; and cargo of a 20' container from the hosting country to the home country, under the condition

that the employee leaves the hosting country within a limited time frame from termination date and according to the local needs and immigration considerations.

From time to time an employee may request a country-to-country relocation for personal reasons or to return to their country of origin or citizenship. The Company cannot guarantee relocation support in such cases, and any final review must demonstrate there is a valid business reason to support the relocation investment aligned to the reasons outlined above. These types of cases will be subject to the same conditions as "local hires" and work sponsorship and relocation allowances will be reviewed on a case-by-case basis.

8. General Tax Notice

It is our understanding that expatriation can create additional tax liability. Countries that impose tax will generally use a combination of factors when determining if a person is subject to taxation which include, but may not be limited to, residency, source of taxable income and country of citizenship. Therefore, an expatriate may have a tax liability to his/her country of residence and also to one or more of his/her countries of citizenship. Again, since this is a complicated issue, you should consult with a personal tax expert on this subject. By signing this letter you acknowledge the implications of expatriation relative to taxation and that it is your sole responsibility to ensure compliance with all applicable taxation rules. Any expenses that may arise due to ensuring compliance with all applicable taxation rules will also be your sole responsibility and will not be eligible to be reimbursed by the company.

Appendix A

Relocation Assessment Process

In order to apply for a relocation assignment, the employee must check with his/her direct manager and HR, as well as in the company's internal job board.

The below diagram provides a high level overview of the relocation process. There may be minor variations according to the hosting country.

[process flow diagram]

When applying for a relocation assignment, the employee should bear in mind that it's a complex process and at times may impact their personal lives. The employee is an active partner in the process and is expected to complete all requirements on time and follow the company's instructions, as well as raise flags on time in order to avoid future issues and delays.

1. Relocation Assessment Process

The relocation assessment process, whether business impact driven or employee impact driven, is an internal hiring process at the company, and it requires all necessary stakeholders assessments and decisions.

However, in addition, this process also includes:

- a. An HR Manager evaluation of the employee's readiness, as well as the spouse/eligible partner's readiness (if relevant), for the relocation move
- b. A discussion of the employee with a relevant veteran employee who already relocated to the specified location (the employee will be suggested by the Company), in order to help the employee to better understand the opportunities and challenges in this kind of a move
- c. An optional probationary visit to the hosting country and office in order to help reach final decisions regarding the relocation feasibility (this visit should be decided upon according to HR & VP's discretion)

The assessment process will focus on the skills required for the specific role, as well as on additional skills, which are highly beneficial for relocation assignments: motivation for the relocation move, adaptability to change and proactive approach. Another skill which has a significant advantage for this assignment is communication and cross-cultural knowledge.

Spouse and family fit

The readiness and adaptability of the employee's family is a significant factor. A spouse or children joining this opportunity have an important stake in the move just like the employee does. If the family is not ready for such a change, it has both an emotional and financial impact for both the employee and the company. Therefore, in some cases it may be necessary to apply the competencies above to the extended family as well.

2. Relocation Pre-departure Process

The employee will meet with the HR Manager in order to initiate the Visa process, all travel arrangements, checklists and guidelines towards the relocation move.

The employee will be responsible for booking his/her travel tickets according to travel policy in his/her office, and updating his/her manager about the timeline.

The visa process and timeframe are different from country to country and the relocation is subject to Visa approval.

3. Relocation On-boarding process

The employee's onboarding process will start prior to arrival and will be led by the HR in the new work location.