

# Relocation Assistance — Experienced New Hire

**We can help you make a smooth transition.** It's our goal here at Kimberly-Clark (K-C) for you to start your new job and settle into your home as quickly and easily as possible. We realize that, while this is an exciting time for you and your family, it can also be demanding. To reduce the uncertainty and challenges of relocating, K-C has partnered with Weichert Workforce Mobility, Inc. (Weichert). Your Weichert counselor will guide you through the process and will answer any questions you may have. This flyer provides a summary of the benefits our program offers, effective January 1, 2016.

FOR SALE

## Before You Move (Pre-Departure)

**PRE-DECISION SERVICES:** As a homeowner, prior to accepting your transfer, you will receive relocation policy counseling and two Weichert Broker Market Analyses (BMAs) from local real estate brokers to estimate the most likely sales price of your property. Ask your recruiter for a separate pamphlet detailing this option.

**HOME MARKETING ASSISTANCE:** Weichert will assist you with marketing your property. You will be required to list your property with a real estate company affiliated with the Weichert Broker Network (WBN) within 105% of the average of two BMAs. Failure to follow these home marketing guidelines will result in forfeiture of home purchase benefits. **Do not contact a broker/agent before your initiation to Weichert or speaking with your Weichert counselor.**

**HOME SALE ASSISTANCE:** If you are successful with obtaining a bona fide offer agreeable to Weichert, they will close the property with the buyer. Typical seller's closing costs and Realtor's commission will be covered using this home sale program.

**LEASE CANCELLATION:** Renters will be reimbursed for up to two months' rent for actual lease cancellation fees.

**REPAYMENT AGREEMENT:** You will be required to sign a repayment agreement stating that you will repay K-C for all relocation expenses if you voluntarily leave the Company within two years of hire/ transfer.



## When You Move (Moving)

**HOUSEHOLD GOODS SHIPMENT:** Packing, shipping and unloading of ordinary household goods to the new location will be provided by K-C designated moving companies. Auto transport up to two vehicles is a covered expense based on distance eligibility. Storage is not a covered expense.

**TRAVEL TO THE NEW LOCATION:** One-way airfare, if the distance to the new location is at least 500 miles, or mileage for all driven cars, along with reasonable meals and lodging for you and your immediate family to move to the new location will be covered based on policy limits.

**TRAVEL ARRANGEMENTS:** All travel arrangements should be made through the K-C Travel Center.

Continued on next page >

# Relocation Assistance — Experienced New Hire

## After You Move (Destination Location)

**HOME FINDING ASSISTANCE:** You must use a real estate company affiliated with the WBN if you choose to purchase a home at the destination location. Alternatively, assistance with rental housing will be provided.

**HOME FINDING TRIP:** You have an option to receive this benefit in a lump sum combined with your temporary living benefits, or be reimbursed for actual covered expenses. If you choose the lump sum option, it will be calculated by Weichert based on the destination location and your renter/ homeowner status. In the event you choose to be reimbursed for actual expenses, you are eligible for one home finding trip for up to five days. You will be reimbursed for reasonable travel, lodging, meals, and a mid-size rental car. Your Weichert counselor will share with you the lump sum amount and information to assist you in making your decision.

**HOME PURCHASE EXPENSES:** When purchasing a home in the new location, current homeowners qualify for reimbursement of certain customary buyer's closing costs.

**MORTGAGE ASSISTANCE:** Preferred lenders are available to pre-qualify you or approve your home loan quickly; however, you may use the lender of your choice.

**TEMPORARY LIVING EXPENSES:** If you're required to move to your new location before you can move your family, you have an option to receive your temporary living benefit in a lump sum combined with your home finding benefits, or be reimbursed for actual covered expenses. If you choose the lump sum option, it will be calculated by Weichert based on the destination location and your renter/homeowner status. In the event you choose to be reimbursed for actual expenses, you will be reimbursed for a maximum of 60 days of temporary living expenses. Your Weichert counselor will share with you the lump sum amount and information to assist you in making your decision.

**EXPENSE REIMBURSEMENT:** All reimbursements for relocation expenses will be funded through Weichert. **No relocation expenses should be charged to the corporate charge card.**

**TRAILING PARTNER ASSISTANCE:** Career assistance services are provided for your spouse or domestic partner who is employed at the time of relocation but does not guarantee or provide specific employment.

**TAX ASSISTANCE:** Payments/reimbursements that are taxable income to you will be "grossed up" to minimize the tax impact of relocation.

*Kimberly-Clark and its well-known global brands are an indispensable part of life for people in more than 175 countries. Every day, 1.3 billion people—nearly a quarter of the world's population—trust Kimberly-Clark brands and the solutions they provide to enhance their health, hygiene, and well-being. With brands such as Kleenex, Scott, Huggies, Pull-Ups, Kotex, and Depend, Kimberly-Clark holds the No. 1 or No. 2 share position in more than 80 countries. To keep up with the latest Kimberly-Clark news and to learn more about the Company's more than 140 year history of innovation, visit [www.kimberly-clark.com](http://www.kimberly-clark.com).*