POLICY II
RELOCATION POLICY OVERVIEW

CORE: The core of your relocation program is intended for following benefits:

Household Goods Shipment:	Packing and moving of normal household furnishings and possessions by client-preferred moving company (one pick-up and delivery). **Partial tax assistance for this benefit will be provided by Franke.**
Relocation Allowance:	***An allowance in the capped amount of $15,000 (partial tax assisted)*** will act as a budget from which you can allocate dollars toward specific relocation services or request reimbursement of out-of-pocket expenses.

FLEX: Expenses that are eligible to be covered by your relocation allowance:

Home Marketing Assistance:	Client-preferred selection and utilization of relocation trained agents and management of home marketing strategy; two Broker Market Analyses (BMAs) required. **Please do not make any arrangements with an agent, list your home for sale or sign a listing agreement until you have spoken with your Focus Relocation counselor.** Failure to do so may result in you and/or your company incurring additional relocation fees.
Home Sale Assistance:	Contract and negotiation assistance; normal and customary closing costs; Client-preferred AHS home warranty program
Mortgage Assistance:	Three client-preferred national lenders, corporate rates, pre-approval and direct bill available
Home Finding Assistance:	Client-preferred selection and utilization of relocation trained agent. **Please do not make any arrangements with an agent without working through your Focus Relocation counselor.** Failure to do so may result in you and/or your company incurring additional relocation fees.
Home Purchase Assistance:	Contract and negotiation assistance; normal and customary closing costs up to 2% of the loan amount or up to 1% of purchase price if a cash transaction
Rental Assistance	On-line or paid rental search up to one day
Lease Termination	Reimbursement of fees incurred from breaking lease up to two months' rent, excluding pet fees
House Hunting Trips:	For employee and lawful spouse: Up to 2 trips for a combined total of up to 6 days and 5 nights; $35 per Diem per person for meals while traveling; reasonable lodging; rental car (if traveling by air); economy airfare or mileage for one car (per IRS guidelines)
Auto Shipment:	Through client-preferred moving company, up to 2 autos if over 500 miles
Household Goods Storage:	Up to 30 days through client-preferred moving company
Temporary Housing:	Up to 30 days fully-furnished corporate apartment or hotel accommodations in destination arranged by Focus Relocation (excluding pet fees)
Report to Work Travel:	One-way travel; economy airfare or mileage (per IRS guidelines); $35 per Diem for meals while traveling; rental car at new location (if car is in transit)
Trips Home:	Up to 3 trips to visit family; economy airfare or mileage (per IRS guidelines)
Final Move Trip:	Round trip travel for employee and direct route one-way travel for family to new location; economy airfare or mileage (per IRS guidelines); $35 per Diem per person for meals while traveling; reasonable lodging; tolls/parking
Tax Assistance:	Partial tax assistance provided at the IRS minimal, supplemental rate. A relocation tax report (RTR) will be provided at year-end

POLICY II
RELOCATION POLICY AND PROCEDURES

Purpose:
Franke's Relocation Program has been designed to help minimize the uncertainty and challenges of relocating. Franke has partnered with Focus Relocation, Inc. (Focus) to assist you in coordinating your relocation, ensuring a smooth transition to your new location. Focus will provide you with resources and professional guidance during the relocation process. The following is a detailed outline of Franke's relocation policy. Franke intends that this policy be continued indefinitely. However, they reserve the right to amend or terminate any policy and practice at any time.

Focus Relocation Services:
Upon authorization, Focus will assign a relocation counselor (counselor) as your primary point of contact throughout your move. Your counselor will work directly with you to coordinate your move and will guide you through each step of the relocation process, including:

- Assessing the relocation needs for you and your family
- Providing a detailed policy briefing of the relocation benefits
- Introduce various Franke preferred relocation service providers as needed (real estate agents, household goods shipment, temporary housing vendors, etc.)
- Address questions regarding expense reports, policy interpretation, and any special needs

Employee Eligibility:
In order to qualify for corporate relocation benefits, you must meet the following criteria:

- Full time salaried-exempt employee, moving at the company's request
- Distance between your current residence and your new work location must be a minimum of 50 miles greater than your current residence to your current work location Your relocation must be completed within 12 months of your transfer date/start date
- Elements of this relocation policy apply to your lawful spouse and dependents living with you at the old location at the time you were asked to relocate and who will be moving with you to the new location

Home Eligibility:
The Home Sale Assistance is provided for your primary residence at the time you are asked to relocate. Financing of the home should be available and you must be able to present clear title to the property. The home must be owned by you, by your lawful spouse, by you and your lawful spouse, or by a dependent relative living with you at the time you were asked to relocate who will be moving with you to the new location.

Eligible properties include:

- Single family dwellings
- Townhouses
- Condominiums

Ineligible properties include:

- Multiple dwellings
- Homes with greater than 5 acres
- Farms
- Mobile homes
- Co-operative apartments (co-ops)
- Vacation homes
- Income and/or investment properties
- Vacant land/lots other than what the home is located on and deeded for

Conflict of Interest:
Due to a conflict of interest, no relocating employee may use a real estate agent, inspector, appraiser, contractor (or anyone involved in the relocation process) who is related to a Franke transferee or Franke employee. It is the duty and responsibility of each relocating employee to avoid any such conflict of interest situation and to disclose the existence immediately upon becoming aware of a conflict or potential conflict. Franke has the right to recapture any and all costs incurred, due to lack of such disclosure by the transferring employee.

Relocation Payback Agreement:
The relocation payback agreement must be signed and forwarded to your human resources contact before relocation authorization.

Expense Reimbursement:
To receive reimbursement for relocation expenses, you must submit your expense report to the Focus online portal or via the mobile app. Your secure login and password information for Focus' online portal and mobile app, along with directions, will be sent to you by your counselor.

Alternative methods for sending in receipts:

1. Email receipts to: receipts@focusrelocation.com
2. Fax receipts to: 615-370-9379
3. By mail; contact your counselor for address

Guidelines for filing eligible expenses:

- Submit expenses for reimbursement shortly after incurring the expense
- Original receipts must be submitted for all mailed in expenses
- Incomplete expense reports will result in a delay in payment
- **Relocation expenses are separate from other business-related activities and must be submitted on a relocation expense form**
- Any expenses that are adjusted or disallowed per the terms of this policy will be noted within the report by the Expense Analyst
- Please keep a copy of your submitted expense form(s) and receipts for your records
- All relocation expense reimbursements must be submitted within 12 months of your start date.

Household Goods Shipment:
Franke covers one-time reasonable expenses related to packing and moving of normal household furnishings and possessions. Your counselor will coordinate with client-preferred moving company to provide services for the shipment of your household goods.

Because scheduling of your household goods move requires several weeks notice, a visual survey will need to be completed shortly after authorization into the relocation program. Failure to do so may result in the inability for the moving company to meet your desired move date. There are certain times of the year that van lines require a 4 to 6 week notice for move scheduling. Having this survey completed early helps ensure your needs can be met.

Neither the carrier nor Franke will accept responsibility for boxes packed by the employee. It is therefore recommended that moving company personnel be allowed to pack all goods.

PLEASE NOTE: To avoid unnecessary delays and misunderstandings, the employee or lawful spouse MUST be present to supervise the packing, loading, unloading and unpacking of the household goods. This person should be prepared to carefully check the inventory sheets and note any damage or concerns. Do not sign the inventory sheet or release until all questions are resolved; this is critical for the billing and the claims process.

Shipment Guidelines:

- Services are to be scheduled during regular business hours, Monday-Friday
- Items stored in the attic/basement must be moved and located on ground level for accessibility to the moving company
- **Crating:** Some items may require crating; the moving company will identify these items and seek approval for crating, not to exceed $1,000.
- **Appliances:** Third-party services covered for the disconnect and reconnect of the following:
    - Washer/dryer
    - Ice maker (not installation of a new water line)
- One time debris pick-up within 60 days of delivery

The following items will be the responsibility of the employee to remove, dismount/remount, disassemble/reassemble, disconnect/reconnect:

- Computers
- Stereo equipment
- Light fixture/ceiling fans
- Large exercise equipment (universal machine)
- Large outdoor items such as swing sets, trampolines, storage sheds, satellite dish antennas, larger or built in hot tubs (indoor or outdoor), & dog houses
- Waterbeds (including draining & filling)
- Televisions/Audio visual equipment

Items not eligible for moving reimbursement include, but are not limited to:

- Unpacking services
- Gas appliances will need to be prepared for moving by the local gas service provider and for hookup upon arrival at new location. The moving company is not responsible for connecting any gas appliances.
- Items deemed hazardous/restricted by the moving company such as firearms/artillery, ammunition, cement bags, propane tanks, building materials, combustibles – paints, aerosols, chemicals, flammables, firewood, lumber or building materials
- Pets or livestock (farm animals)
- Perishables such as plants, food or wine collections
- Farm equipment, storage sheds, safes, large or cumbersome items
- Trailers such as utility, horse, camping, recreational, etc.
- Recreational/hobby equipment: Snowmobiles, jet skis, ATVs, airplanes, boats, swing-sets, wooden play structures, universal gyms, pool tables, pianos, trampolines, or other recreational/hobby type items
- Removal, disassembly / reassembly, installation or shipment of satellite dishes, above ground pools, spas/hot tubs and water softeners, draperies, carpeting, etc.
- Valuables or items of extraordinary value such as furs, jewelry, currency, artwork, grandfather clocks, stamps, baseball cards, taxidermy items, etc. Employee should carry items of value with them during the move. Any shipment with carrier for items of value is done at the employee's own risk.
- Maid service, driver or crew waiting time, tips or food for the moving crew, rubbish removal
- Overtime charges (weekends, holiday and evening hours)
- Additional stops, extra pickups or deliveries
- Removal of lighting fixtures, drapery hardware

Insurance coverage: Carriers will have in-transit insurance coverage for your household goods up to a certain amount. If the employee requires insurance of excess of the amount provided by carrier, additional insurance may be purchased at the employee's expenses.

Relocation Allowance:
The relocation assistance program is intended to reimburse the employee for eligible expenses that an employee would reasonably incur in the course of the move. An allowance in the amount of **$15,000** (partial tax assisted) will be available to cover some of the relocation related expenses. This allowance will act as a budget from which you can allocate dollars toward specific relocation services or request reimbursement of out-of-pocket expenses.

Home Marketing Assistance:
FRANKE understands that getting the best price for your home in the least amount of time is vital to a successful relocation. Your counselor will engage two Focus preferred real estate companies and agents in your community that specialize in working with relocating employees and their families. These agents have been specifically trained to work with you in strategically marketing your home and to address and solve unique relocation related issues that may arise.

We recommend you interview these agents and compare their personalized marketing strategies and sale price opinions to determine the agent you feel most comfortable with in achieving your home sale goals.

Some of the questions you might ask an agent to help you in your selection process are:

- What locations and price ranges are you most active in?
- How many homes similar to mine have you sold in the last 90 days?
- What is the marketing strategy you will use to get my home sold (number of open houses, how often and where will my home be advertised)?
- What comparable home sales and listings will you utilize to arrive at your recommended list price?

Critical next steps in the process are:

- **DO NOT** sign a listing agreement with your agent until you have spoken with your counselor, who will ensure that it meets local requirements and service expectations
- The Listing Agreement should **not** include any administrative fees. These fees will not be reimbursed as part of your relocation policy and should not be part of the listing agreement.
- **DO NOT** sign up for a home warranty plan offered by your real estate agent if you wish for the cost to be covered under your relocation policy. Your counselor will assign a home warranty to your listing to ensure coverage.

The two selected real estate agents will complete and provide a Broker Market Analysis (BMA) to your counselor for review. The BMA's will highlight the unique selling features of your home that can be compared to competitive listings and recent, comparable sales. The agent will make recommendations that he/she feels will enhance the marketability of your home and draw up a strategic marketing plan that focuses on getting top dollar for your home in the shortest amount of time. Your counselor will share the two BMAs with you for review and discussion. You will advise your counselor which agent you've selected to market your home. Your counselor will inform the awarded agent to contact you to begin the listing process.

You are encouraged to list your home realistically, typically no more than 5% of the recommended list price noted on the BMA. Once listed, your counselor will monitor the marketing progress with you and your agent. Throughout your marketing timeframe, the agent will communicate with you and your relocation counselor. The agent will share with you the results of home advertising, open houses and all feedback from prospective buyers and other real estate agents that are showing or viewing your home.

When you receive an offer, immediately contact your counselor for review and negotiation assistance. Your counselor will thoroughly review the offer and provide candid feedback, ensuring

your best interests are being cared for in the way of eligible and non-eligible policy related requests of the buyer.

American Home Shield Home Warranty Program:
Your counselor will contact your real estate agent and assign a "Shield Essential" homeowners warranty from American Home Shield (AHS) to your listing. This home warranty will be transferrable to the buyer when your home sells. Additionally, listing coverage from AHS can help you avoid putting money into repairing or replacing covered items that you have decided to sell with the home. **Please note,** Franke will only reimburse the cost for a home warranty when it is assigned to the listing by Focus. Any other home warranty will not be considered an eligible home sale expense.

Home Sale Assistance
Once an offer has been received on your home, contact your counselor immediately for review of the contract and negotiation assistance. Your real estate agent will confirm if you need to be present at closing.

You will be reimbursed for normal and customary home sale expenses. For reimbursement of eligible expenses, submit on a relocation expense report and provide a copy of the fully executed ALTA Settlement Statement (all pages).

Reimbursable expenses paid by Franke on your behalf include:

- Real estate commission fees not to exceed 6%
- Legal fees
- Mortgage prepayment penalties
- Title search/title guarantee policy as required by state
- Transfer and documentary taxes
- Recording fees
- AHS home warranty through your counselor

Items considered to be the financial responsibility of the employee include, but are not limited to:

- Interest payments
- Mortgage insurance / premiums
- Hazard insurance / premiums
- City property taxes
- County property taxes
- Appraisal, survey and other expenses deemed the responsibility of the buyer
- Home warranties, other than AHS program outlined in this policy
- Home owner association fees including, but not limited to, transfer fees/charges, annual assessments and capital expenses
- Repairs, credits, closing costs assistance, etc. or other incentives negotiated by seller to attract buyer
- Elective inspections such as, but not limited to, pool, sump pump, electrical, well or septic system, fireplace, structural

Mortgage Assistance:
Your counselor will put you in touch with three client-preferred national lenders. Having these options enables you to find the loan product or program that best fits your financial needs. Other benefit highlights may include preferred interest rates, pre-approval and direct bill of eligible home purchase expenses. Please note, if you elect to use a lender outside of the client-preferred lenders, you will have to submit for reimbursement of eligible expenses via the online expense reporting portal or mobile application. A copy of the fully executed closing disclosure/ALTA Settlement statement will need to be submitted as the receipt for this request.

Home Finding Assistance:

FRANKE requires your participation in Focus' Broker referral program. Do not make any arrangements with an agent without working through your counselor. Failure to do so may result in you and/or your company incurring additional relocation fees.

Your counselor will engage a Focus preferred real estate company that specializes in working with relocating employees and their families. The real estate company's Relocation Director will help evaluate your needs in your new community and hand select a relocation trained agent for you. Agent selection is critical in making your home purchase process efficient and satisfactory.

Home Purchase Assistance:

Home purchase assistance provides valuable benefits for settling in your new location. When using client-preferred national lenders, eligible home purchase expenses can be billed directly on your behalf in lieu of reimbursement. Otherwise, you will be reimbursed for reasonable and customary home sale expenses up to 2% of the loan amount or up to 1% of the purchase price if a cash transaction. To receive reimbursement of eligible expenses, submit a relocation expense report and provide a copy of the fully executed Closing Disclosure (all pages).

These items may include:

- Document preparation/attorney and notary fees
- Cost of appraisal and credit report
- Cost of title search/title insurance
- Survey and costs for General Home (GHI), Wood Destroying Insects (WDI) and Radon Gas inspection(s)
- Recording costs/transfer taxes
- Lender charges

Items considered to be the financial responsibility of the employee include:

- Remediation/correction of survey and inspection results
- Interest payments
- Mortgage insurance / premiums
- Hazard insurance / premiums
- City property taxes
- County property taxes
- Lender discount points
- Loan origination fees /program specific lender fees
- Home owner association fees including, but not limited to, transfer fees/charges, annual assessments and capital expenses

Rental Assistance:

Your counselor will help evaluate your needs in the new community. If required, client-preferred rental assistance companies can aid in your search for a fee.

Lease Termination:

If you are currently renting in the departure location and it is necessary to break your lease, Franke will reimburse this expense up to 2 months rent, less pet fees and incentive repayments. To receive reimbursement of eligible expenses, submit a relocation expense report and provide a copy of the fully executed lease and vacate statement from leasing firm with confirmation and itemized statement of amount due plus proof of payment.

House Hunting Trips:

House hunting trips are for the purpose of the employee and lawful spouse to visit the new location to find suitable living accommodations. Scheduling of trips must be approved in advance by your immediate supervisor.

Trip guidelines:

- Up to 2 trips for a combined maximum allowable of up to 6 days, 5 nights
- Reimbursement for the following expenses incurred during the house hunting trip at the new location:
  - Transportation: economy airfare (if over 300 miles one way) or mileage for one car (per IRS guidelines) For airfare reimbursement, itemized airline itinerary showing to and from cities/dates & times/traveler(s) names (full itinerary from airline website) and proof of payment (if not shown on itinerary) required.
  - $35 per Diem per person for meals
  - Reasonable lodging – must provide itemized statement of room charges provided at checkout
  - Rental car (if traveling by air); must be ≤$50 per day. Rental agency itemized final invoice showing date/time of pick up AND actual return required: estimate invoices not acceptable.

Auto Shipment:
Through client-preferred moving company, up to two auto shipments if over 500 miles

Household Goods Storage:
Through client-preferred moving company, up to 30 days of storage with the client-preferred moving company

Temporary Housing:
Up to 30 consecutive days in a fully furnished corporate apartment or hotel, excluding pet fees, arranged by your counselor

Report to Work Travel:
One-way travel; economy airfare (if over 300 miles one way) or mileage for one car (per IRS guidelines); For airfare reimbursement, itemized airline itinerary showing to and from cities/dates & times/traveler(s) names (full itinerary from airline website) and proof of payment (if not shown on itinerary) required. $35 per Diem for meals while traveling; rental car at new location (if car is in transit)

Trips Home:
Up to 3 trips to visit family; economy airfare (if over 300 miles one way) or mileage for one car (per IRS guidelines) while in temporary housing. For airfare reimbursement, itemized airline itinerary showing to and from cities/dates & times/traveler(s) names (full itinerary from airline website) and proof of payment (if not shown on itinerary) required.

Final Move Expenses:
Round trip for employee and direct route one-way travel for family to new location; economy airfare (if over 300 miles one way) or mileage for one car (per IRS guidelines); For airfare reimbursement, itemized airline itinerary showing to and from cities/dates & times/traveler(s) names (full itinerary from airline website) and proof of payment (if not shown on itinerary) required. $35 per Diem per person for meals while traveling; reasonable lodging (itemized folio received at checkout); tolls/parking

Tax Assistance:
The IRS considers all relocation expenses paid to you or on your behalf as taxable income. In order to ease the burden of the additional taxes you may be required to pay when filing your income tax return, the Company provides a partial tax assistance gross-up at the minimal, supplemental rate for federal income tax in effect at the time of your relocation. Additionally, applicable gross-up for social security, medicare and state or city taxes will be applied. Taxable relocation income and the partial

tax assistance provided by the Company will appear on your W-2 in the year the payment was disbursed to you.

At the beginning of the year following the reimbursement of any relocation expenses paid to you or to a service partner on your behalf, Focus Relocation will provide you with a Relocation Tax Report (RTR) which details the breakdown of all relocation expenses paid.

Please note the following:

- It is important that you keep records and receipts of all your relocation expenses to assist you in filing your tax return
- We recommend you seek the assistance of a professional tax advisor in the year any relocation expenses are included in your income