Tyler Pipe Industries
Operating Policies and Procedures

APPROVED: John A. Warner President

A-5 July 13, 1967

SUBJECT: MOVING EXPENSES

DISTRIBUTION: A, B, W, EP, [redacted].

Revised 8-10-76

PURPOSE

To insure that employees receive uniform treatment in the case of geographical relocation.

SCOPE

This policy includes all members of Management (officers, supervisor, salesmen, technical, professional and staff) and prospective new members of Management.

POLICY

Employees being relocated from one geographical location to another for convenience of the Company, it is our intent to pay for the principal expenses resulting from the transfer. It is felt that such payment will enable employees to move without substantial financial loss and will allow the Company greater freedom in considering management personnel throughout the Company as one source of executive talent. This also makes possible promotion from within the organization a workable policy, aids in the development and training of executive personnel, multiplies the opportunities of young executives and improves the utilization of executive talent available.

The Company will pay the following expenses for present employees:

1. Trip for employee and spouse to new location for the purpose of locating lodging.

2. Cost of temporary quarters at new location prior to moving household goods.

3. Trip home prior to final move by employee.

PLAINTIFF'S EXHIBIT TPI-193

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4. Cost of packing, unpacking, and moving of household goods and personal effects to new location. Employee may use mover of own choice with Company approval.

5. Cost of meals, lodging, and traveling expenses while in transit.

6. Company will pay mileage on one car when relocation is made.

7. Temporary storage of household goods.

The Company will pay the following expenses for new employees.

1. Movement of household goods and personal effects from prospective his home to the location of new employee's first assignment.

2. Meals, hotel accommodations and transportation for the employee and his family while in transit. Company will pay mileage on one car.

PROCEDURE

1. The responsible Division Manager of the employee, or prospective employee, will initiate and approve the conditions of an employee's relocation expense. He ~~then will~~ will then refer the matter to Industrial Relations Division who, working with the Transportation and Traffic Department, will coordinate the details and give whatever assistance is necessary to complete the move through final payment of all relocation expenses. The Division Mgr.

2. It is expected that an employee being relocated at Company expense will make every reasonable effort to make permanent living arrangements as soon as possible after reporting to his new location.