

Relocation Guidelines Synopsis

U.S New Hires (Experienced/PhD/MBA)



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ExxonMobil.

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Exxon Mobil Corporation has numerous affiliates, many with names that include *ExxonMobil*, *Exxon*, *Mobil*, and *XTO*. For convenience and simplicity, the term ExxonMobil (Company) is used as an abbreviated reference to all of the above affiliates and affiliate groups.

Overview

The information contained in this synopsis is applicable to all U.S. experienced, PhD, and MBA new hires who have accepted a new work assignment at the request of the Company that requires relocation within the United States. The provisions of the relocation guidelines are intended to address the efforts associated with a Company-initiated move for you and your family. The family members covered by these guidelines are [eligible dependents](#), consistent with the definition in the [ExxonMobil Medical Plan](#)

This synopsis is not intended to be all inclusive. The relocation guidelines summarized here should not be regarded as and are not contractual employment terms and conditions.

Note that ExxonMobil's relocation guidelines, as well as procedures to administer the guidelines, are periodically reviewed and may be revised at any time by ExxonMobil to meet changing business needs and circumstances.

Relocation Assistance

Program Components

Relocation assistance for renters and homeowners may be comprised of the following components, as applicable:

- Miscellaneous expense allowance (MEA)
- Household goods, automobile, and recreational vehicle shipment
- Spousal employment assistance
- Non-accountable lump sum to off-set costs associated with:
 - Home selection trip
 - Dependent care
 - Final trip
 - Interim living at the new work location
- Duplicate housing payment
- Cost of living allowance (COLA)
- Rental assistance
- New home purchase assistance
- Home sale assistance
- Tax assistance

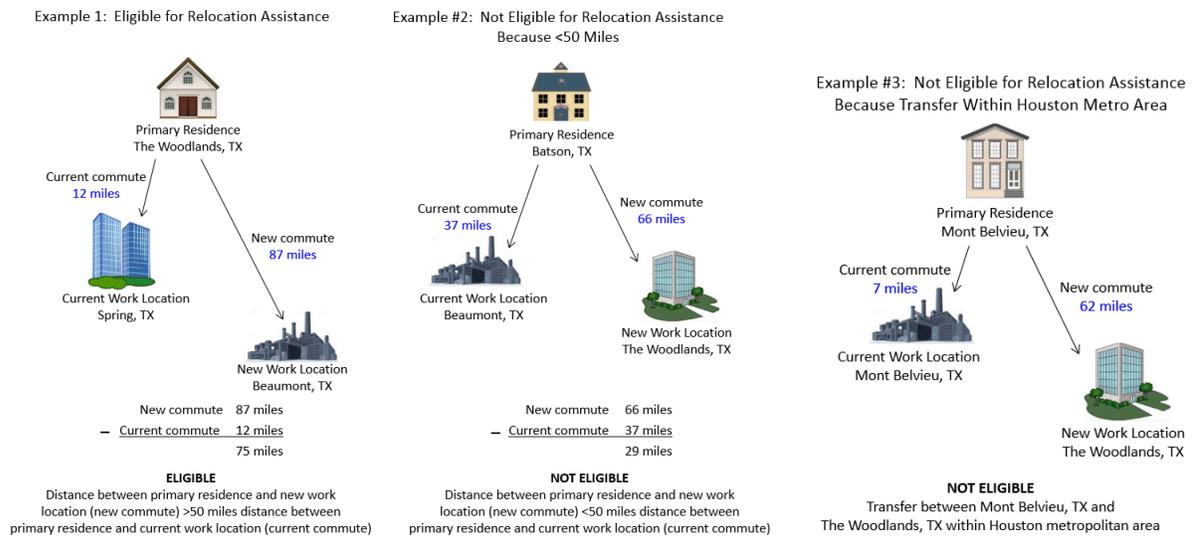
Eligibility

The following criteria must be met to be eligible for relocation benefits:

- Hire is at the request of the Company and requires a change in primary residence
- Distance between primary residence and new work location (new commute) must be at least 50 miles greater than the distance between the primary residence and current work location (current commute)*
- Expected to obtain permanent residence in the new work location within 90 days of effective date as evidence by new home purchase or minimum six month lease

**It is an ExxonMobil long-standing practice that relocation benefits are not provided to new hires relocating within the Houston, DFW, New York, Los Angeles, Chicago, Washington, Philadelphia or other large metropolitan areas.*

See examples below:



This “distance test” of 50 miles is consistent with Internal Revenue Service (IRS) criteria.

If you do not meet the above requirements, no relocation benefits will be payable. If you voluntarily terminate your employment within 12 months of your effective date, or do not relocate, you will be required to repay ExxonMobil all of the relocation benefits paid to you.

Eligible dependents for relocation purposes are defined as:

- Dependents who are eligible for benefits under the ExxonMobil Medical Plan
- Residing with you at the time of authorization
- Will be permanently residing with you at the new work location

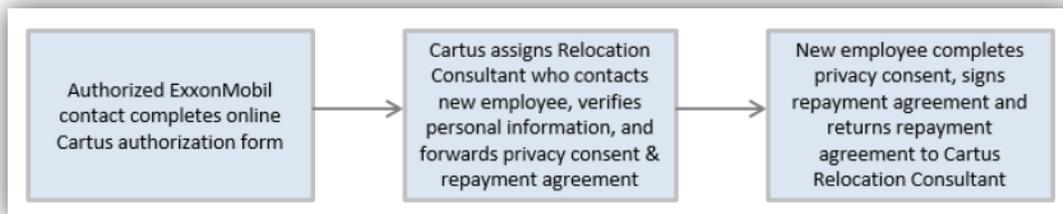
Preparing For Your Relocation

Helpful Contacts

ExxonMobil relocation services are administered by [Cartus Corporation](#). Additional contact information can be found on the [Human Resources Service Provider Contact Information intranet page](#) (must have intranet access).

Authorization Process

The process of initiating a domestic relocation is shown below:



This process typically takes five business days to complete, but could take longer under certain circumstances (e.g., information on form is incorrect/incomplete, paperwork is submitted during a peak time or over a holiday).

Getting Started

As you prepare for your relocation, make sure you:

1. Once contacted, consult with your Cartus Relocation Consultant regarding your eligibility for benefits under the relocation guidelines.
2. Read this synopsis to familiarize yourself with ExxonMobil's U.S. relocation guidelines and process
3. Contact your Cartus Consultant prior to contacting a realtor about selling or buying a home; not doing so may jeopardize your eligibility for benefits under the relocation guidelines.

Relocation Benefits

Miscellaneous Expense Allowance (MEA)

A non-accountable miscellaneous expense allowance (MEA) will be paid to you after your start date. In order to reduce administrative burden, you do not need to submit receipts for individual expenses, and no further accounting is required for expenditures related to the MEA.

The MEA is not a bonus; rather, it is intended to off-set various costs associated with your move not covered by the relocation guidelines, such as:

- Closing down your home at the current work location
- Setting up your household at the new location
- Other miscellaneous expenses

Examples of these types of expenses include but are not limited to:

Types of Expenses Covered by Miscellaneous Expense Allowance (MEA):	Examples:
Automobile	<ul style="list-style-type: none"> • Automobile registration and drivers' licenses • Mileage during interim living
Bank and financial fees	<ul style="list-style-type: none"> • Bank transfers and wire fees (other than those incurred from a Cartus disbursement) • Mortgage brokerage fees • Private mortgage insurance • Additional income tax liability
Household Items	<ul style="list-style-type: none"> • Carpet and drapery purchase, installation, and cleaning • Non-reimbursable home sale and/or home purchase expenses
Miscellaneous	<ul style="list-style-type: none"> • Additional household goods insurance during shipment • Any unused portion of a pre-paid membership that cannot be used due to change in assignment • Previously purchased/non-refundable deposits, membership dues, season tickets, etc. • School fees such as forfeited tuition, testing and transcript fees, non-district fees during interim living, etc. • Vacant dwelling insurance
Services	<ul style="list-style-type: none"> • Appraisals fees for household goods • Cleaning charges at the old and new residences • Dependent care other than during home selection trip • Realtor transaction fees other than reasonable and customary commission fee • Trash removal • Gratuities/tips
Shipment of Household Goods and Pets	<ul style="list-style-type: none"> • Shipment of items not covered under the household goods program • Assembly/disassembly/shipment of outdoor recreational equipment (e.g., trampoline, swing set, etc.) • Costs associated with relocating your pet(s)
Utilities	<ul style="list-style-type: none"> • Service cancellation charges for cell phones, security systems, internet service, cable, etc. • Charges for utility (e.g., cable, internet, phone, gas, electricity) hook-up/service, installation, deposits

The MEA is a one-time payment, and is calculated at 100% of the U.S. dollar monthly salary midpoint for your classification level (CL), up to a specified maximum.

Shipment/Storage of Household Goods, Automobiles & Recreational Vehicles

For more information on shipment/storage of household goods, automobiles, and recreational vehicles, refer to the [U.S. Domestic Shipping Guidelines synopsis](#) (requires intranet access).

Spousal Employment Assistance

Spousal employment assistance of actual expenses up to \$2,500 (including employment/spousal assistance firm fees) per relocation is provided to your spouse, if s/he was previously employed at the old work location or recently completed a degree program and will be seeking employment in the new work location. If your spouse utilizes employment assistance:

ExxonMobil Will Pay For:	ExxonMobil Will Not Pay For:
<ul style="list-style-type: none"> - Fees for services provided by employment and spousal assistance firms, including: <ul style="list-style-type: none"> - Resume writing and review - Preparation for interviews - Job search coaching - Information on the local job market - Job leads and networking assistance - Fees charged by employment agencies for referrals - Interview travel or job search, such as: <ul style="list-style-type: none"> - Transportation, mileage, tolls & parking - Lodging and meals - Cost of licenses, certification, exam fees, or courses required to work in same profession in new location - Expenses associated with re-establishing a business for self-employed spouses in the new work location, including: <ul style="list-style-type: none"> - Business cards and stationary - Courses/certifications required to operate in the new work location - Updating existing website with new contact information, location, etc. 	<ul style="list-style-type: none"> - Clothing - Continuing education - Purchase of assets, such as computers or telephone equipment - Travel expenses associated with attending courses to maintain state professional licenses or certifications - Optional test preparation courses - Normal business expenses for self-employed spouses that would have otherwise occurred, such as: <ul style="list-style-type: none"> - Advertising/marketing - Banners - Attendance at forums - Website development - Coursework to increase qualifications, obtain additional certifications/degrees, or change careers

While you are free to choose any employment or spousal assistance firm you wish, [Right Management Inc.](#) can provide support and is familiar with ExxonMobil guidelines.

While Right Management Inc. has a direct billing arrangement with Cartus, you should pay for any other eligible expenses and submit for reimbursement with appropriate receipts.

Lump Sum Payment to Assist With Relocation Expenses

You will receive a non-accountable lump sum which is intended to offset expenses such as home selection trip, related dependent care expenses, en route travel, final trip, and interim living at the new work location. Your lump sum amount will be tax assisted, and is calculated based on:

- New location
- Home status (homeowner/renter) in new location within first 90 days of effective date
- Number of [eligible dependents](#)

The lump sum amount is designed to cover the following expenses:

Relocation Event:	Expenses:
Home Selection Trip	<ul style="list-style-type: none"> - Transportation (e.g., airfare or mileage, car rental, parking, taxi, train fare, tolls, etc.) - Lodging, meals, laundry - Other incidentals
Dependent Care	<ul style="list-style-type: none"> - For dependents eligible for benefits under the ExxonMobil medical plan, residing with you at time of authorization, and will be permanently residing with you at the new work location - Intended to cover dependent care expenses incurred during home selection trip
Final Trip*	<ul style="list-style-type: none"> - Transportation (e.g., airfare or mileage, car rental, parking, taxi, train fare, tolls, etc.) - Lodging, meals, laundry - Other incidentals
Interim Living (New Location)	<ul style="list-style-type: none"> - Transportation (e.g., airfare or mileage, car rental, parking, taxi, train fare, tolls, etc.) - Lodging, meals, laundry - Other incidentals - Return trips to old work location by employee

**If you are moving back to existing residence at the new work location, only the En Route Only Lump Sum will be provided.*

Reimbursable Out-of-Pocket Expenses

Reimbursement requests for eligible expenses (e.g., closing and buyer’s costs) not included in the lump sum should be submitted to your Cartus Relocation Consultant as soon as possible during your relocation, and no later than 12 months from the effective date. Receipts are required to reimburse individual expenses of \$50 or more. Only items specifically outlined in this synopsis are reimbursable, and substitution of expenses or provisions is not permitted.

In the event you incur out-of-pocket costs that will require reimbursement, charge them when possible to your personal credit card and submit with appropriate receipts to your Cartus Relocation Consultant for review/approval. Employees should not charge relocation expenses to Corporate American Express Cards, as all relocation expenses must be claimed and authorized through Cartus. This approach ensures a consistent approach and compliance with relocation guidelines. For these reasons, Business Line management does not have authority to approve relocation related expenses.

Housing Assistance

Renters Only – Lease Cancellation at Old Work Location

If you lease (not own) your primary residence as a tenant, ExxonMobil will reimburse actual and reasonable expenses associated with termination of your lease at the departure location:

ExxonMobil Will Pay For:	ExxonMobil Will Not Pay For:
<ul style="list-style-type: none"> - Security deposits forfeited under lease terms - Additional rental payments required to effect lease cancellation not to exceed three months of rent - Necessary legal fees 	<ul style="list-style-type: none"> - Cleaning fees - Damages - Redecorating deposits

Reimbursement of these expenses is capped at the equivalent of three months’ rent. Receipts for eligible expenses should be submitted to your Cartus Relocation Consultant for reimbursement. Documentation of rental expenses should be submitted on letterhead signed by a management company representative, or in a letter signed by the landlord.

Rental Assistance at New Work Location for Homeowners and Renters

Your Cartus Relocation Consultant can coordinate the services of a relocation apartment locator or realtor to help you find a rental apartment or home in the new work location. Accompanied tours can be provided as follows:

- Greater Baytown, Beaumont, and Houston, Texas areas – full day for apartments, two days for single family homes
- All other areas – half day

A normal and customary documented finder's fee expense may be reimbursed if approved by your Cartus Relocation Consultant. Additionally, you may be reimbursed for one set of actual expenses (e.g., application fee) needed to secure a rental in the new work location, excluding rents and deposits.

A [transfer clause](#) should be included in your new lease contract enabling you to break the lease in the event of a future transfer. Signing a lease without the transfer clause may result in penalties/fees if you are transferred before the end of the lease term. See the appendix in this synopsis for more details.

Home Sale Assistance

Objective

One important objective of relocation assistance is to ensure that your primary residence does not preclude you from accepting an assignment that requires relocation. Since your home often represents one of the largest investments you make, relocation assistance is in place to help facilitate the sale of your primary residence for the best price in the shortest amount of time possible.

Eligible Properties

To qualify for participation in the amended sale program, your home must meet the following criteria:

- Located within 50 miles (83 km) of your current work location
- Wholly owned and occupied by you as your primary residence at the time of the transfer
- Is a single family house, condominium*, co-op apartment*, or townhouse
- Is habitable, insurable, and in marketable condition per ExxonMobil assessment
- Has a clear and marketable title
- Not under contractual agreement (i.e., tenant occupied)

**Condominiums and co-op apartments are viewed as a heightened risk in the real estate market as some lenders will not provide financing for condos or may restrict loan approval for certain types of properties. Condition of or circumstances surrounding condominiums may affect eligibility for the amended sale/guaranteed buyout program.*

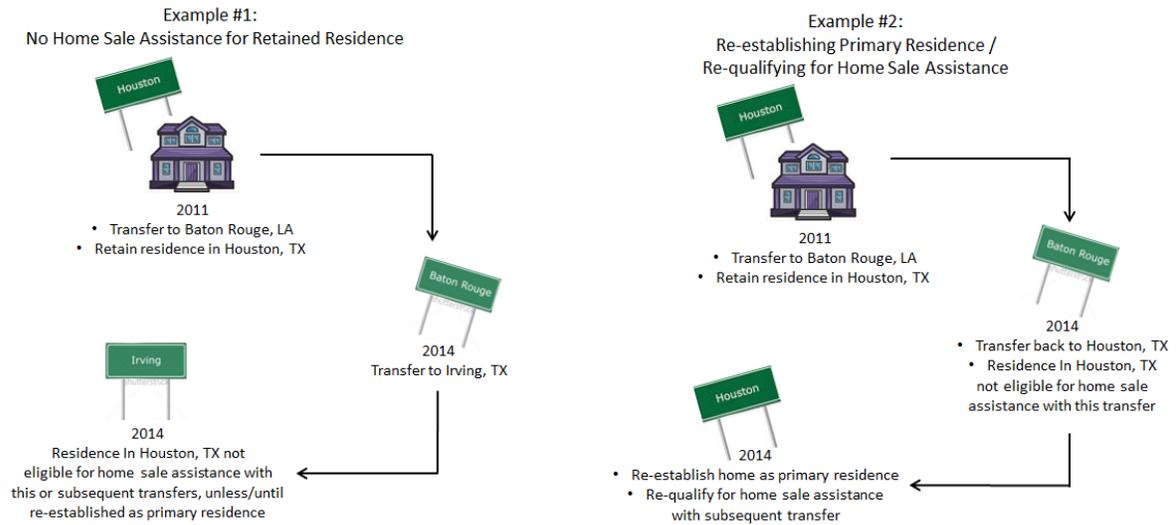
The following types of properties are not eligible for home sale assistance:

Not Eligible for Home Sale Assistance:	Eligibility Determined on Case-by-Case Basis:
<ul style="list-style-type: none"> - Commercial properties - Homes where valuation cannot be determined - Homes with building code violations - Homes with unacceptable levels of hazardous substances (e.g., asbestos, mold, radon, soil contamination, etc.) - Homes under construction - Homes with multiple lots that are not normal and customary for the neighborhood or immediate market area - Houseboats - Investment properties, multiple dwelling units, or incoming producing properties - Properties with agricultural exemptions - Recreational vehicles (RV) - Shared driveways or land/services without written and recorded maintenance agreement(s) - Unimproved acreage or land - Uninsurable homes - Unmarketable homes per ExxonMobil assessment - Vacant lots or land - Vacation, second or non-primary residences 	<ul style="list-style-type: none"> - Condominiums and co-op apartments (subject to formal review for eligibility) - Duplexes - Mobile, modular, or manufactured homes - Properties with acreage

Recent issues in the condominium market include litigation and bankruptcy of condominium associations, as well as the right of these associations to review any qualifications of potential buyers (i.e., right of first refusal). Additionally, some condominium associations present challenges to work with, and may take several days to respond or provide requested documentation. Eligibility for the amended sale program will be reviewed on a case-by-case basis after a formal review of related association documents.

Your home sale options are effective for 12 months from the effective date to allow you enough time to complete the sale of your primary residence or accept the guaranteed offer. If you elect not to sell your primary residence within the 12 month eligibility period, the home is not eligible for home sale assistance with a subsequent transfer, unless it is re-established as your primary residence through a future relocation initiated by ExxonMobil.

See examples below:



Other Properties

Disposition of any other properties you may own, whether for recreational or investment purposes, is your sole responsibility, and not eligible for home sale assistance.

Resources to Help Sell Your Home

Cartus Contacts

You will be assigned two knowledgeable Cartus resources to help you through every step of the relocation and home sale process. Their different roles are shown below:

Cartus Relocation Consultant	Cartus Real Estate Specialist
<ul style="list-style-type: none"> - Serves as primary point of contact - Coordinates other vendors to assist during the move, including: <ul style="list-style-type: none"> ✓ Shipment of household goods ✓ Appraisals ✓ Inspections - Generates the guaranteed offer - Processes payment of the following: <ul style="list-style-type: none"> ✓ Miscellaneous expense allowance (MEA) ✓ Reimbursement of eligible expenses ✓ Duplicate housing payment, if applicable - Oversees home purchase assistance 	<ul style="list-style-type: none"> - Responsible for Marketing Assistance Program <ul style="list-style-type: none"> ✓ Helps with real estate agent/broker selection and follows up with agent as needed ✓ Recommends strategies to list your home ✓ Reviews broker's market analysis and suggests marketing strategies ✓ Monitors on-going activity and feedback to update marketing plan as appropriate ✓ Assists with sales negotiations

Real Estate Agents/Brokers

ExxonMobil strongly recommends that a real estate agent/broker be used for all transactions associated with your relocation. In consideration of the referral and other services provided by Cartus, the agent listing your home agrees to pay a referral fee, thereby allowing these cost savings to be passed along to you and ExxonMobil. As a full-service relocation company, Cartus can provide you access to a network of highly qualified real estate agents in your community, which may include brokers at the following companies:

- Better Homes and Gardens® Real Estate
- CENTURY 21®
- Coldwell Banker®
- ERA®
- Sotheby's International Realty®
- ZipRealty®

The real estate agents within this broker network specialize in relocation services.

The process of selecting a real estate agent is detailed below:

- Consult with your Cartus Relocation Consultant before starting any part of the relocation process, including agent interview and selection
- After consulting with your Cartus Relocation Consultant, you will be contacted by selected network agent(s) to interview before selecting one to market your home; some questions you may want to ask include:
 - In what locations and price ranges are you most successful?
 - How many homes similar to mine have you sold in the last 90 days?
 - How will you market my home (number and frequency of broker open houses and where the home will be advertised)?
 - How will you establish the list price for my home?
- Once you have selected a real estate agent, notify your Cartus Real Estate Specialist or your Cartus Relocation Consultant before signing a listing agreement; your Cartus Real Estate Specialist will:
 - Contact the real estate agent
 - Answer questions about the Marketing Assistance Program
 - Review the listing agreement and provide any required exclusionary clauses
 - Receive photographs and a broker marketing analysis to get familiar with your property
 - Provide you an unbiased review of the comparable property listings and sales
 - Review the agent's marketing strategies with you
 - Act as your advocate should challenges arise during your marketing time
 - Answer questions and provide counsel to you in verbal negotiations with a third party buyer as needed

Using a Non-Cartus Network Broker

Although not recommended, it is possible to use a non-Cartus network real estate broker. In order for you to be eligible for benefits under ExxonMobil's amended sale program, your agent must comply with documentation requirements and administrative processes as directed by Cartus. Additionally, s/he must sign a [broker exclusion clause](#) which includes a provision to cancel the listing agreement with no obligation to pay a broker's commission in the event you sell your home to Cartus through the amended sale program. The [broker exclusion clause](#) must be included with the listing agreement. See the appendix in this synopsis for more details.

A non-network broker may not be knowledgeable or have experience in relocation or third party sales. Lack of knowledge/experience in the nuances of relocation and Cartus required documentation could jeopardize your sale. Additionally, a non-network broker may charge you directly for fees or services that are not viewed by ExxonMobil as reasonable, normal, or customary; for example, administrative transaction fees or expenses considered covered by the miscellaneous expense allowance. These charges are not eligible for reimbursement. Your Cartus Relocation Consultant can provide more information about what charges are considered reasonable, normal, and customary for your area.

In order to avoid a potential conflict of interest, utilizing a family member or friend as your realtor is not allowed.

Benefits of Home Sale Assistance Program

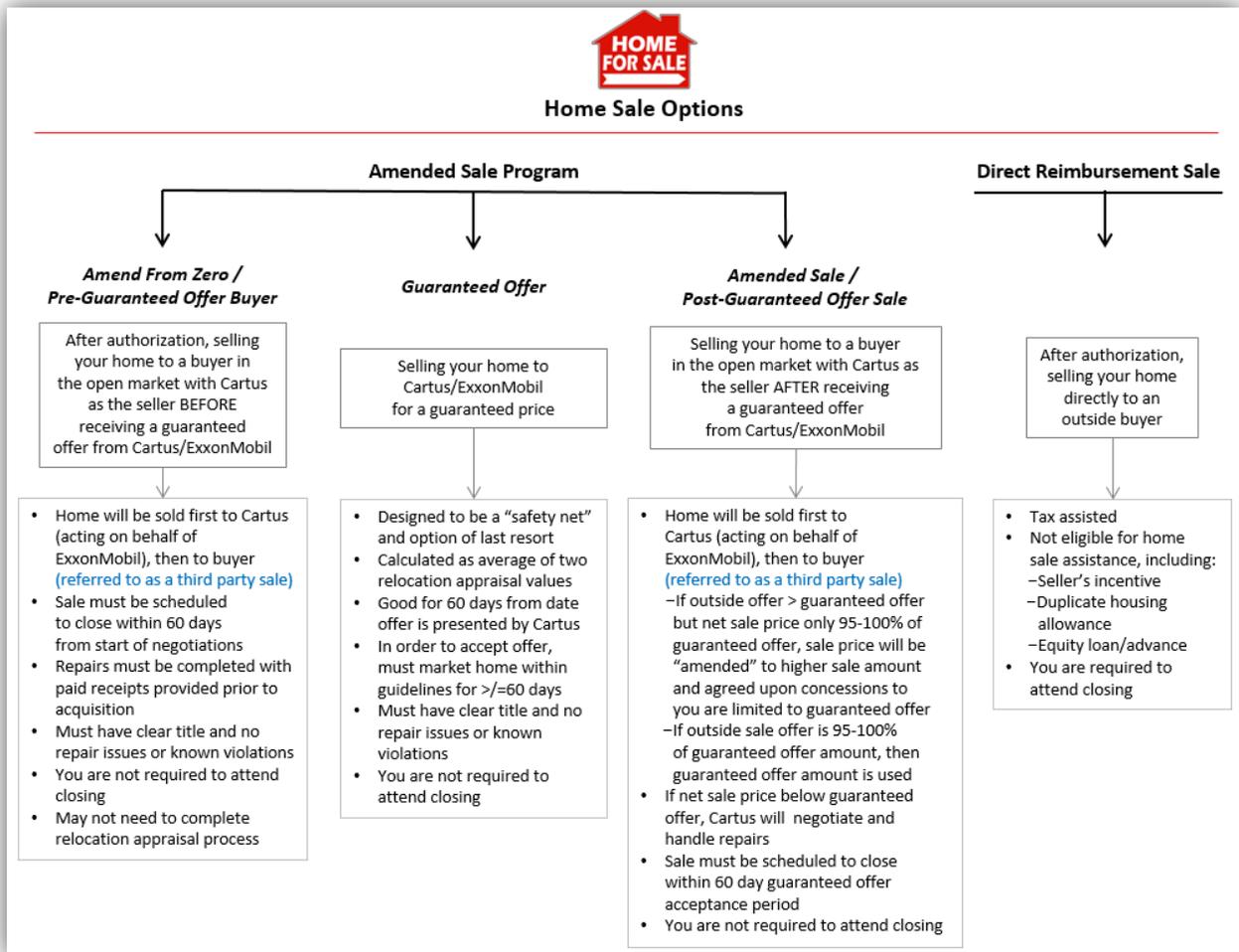
Participating in the home sale assistance program offers many advantages to you, specifically:

Incentive / Benefit:	Description:
Proven Resources and Expertise	<ul style="list-style-type: none"> • Designated Cartus Relocation Consultant and Cartus Real Estate Specialist to help with your relocation and home sale • Proven skills and expertise of a Cartus recognized/registered real estate agent • Participation in Cartus Marketing Assistance Program
Less Expense / Risk	<ul style="list-style-type: none"> • Potential savings on broker commissions and seller closing costs • Option to accept guaranteed offer from ExxonMobil for sale of your home if needed • Potential for reduced risk if buyer changes his/her mind
Streamlined Transaction	<ul style="list-style-type: none"> • May not have to attend closing
Seller's Incentive*	<ul style="list-style-type: none"> • Incentive offered to transferring employee to sell his/her home to a qualified buyer (certain restrictions apply) • Typically 3% of net selling price of home; paid when certain conditions are met
Duplicate Housing Payment*	<ul style="list-style-type: none"> • Intended to cover housing expenses at departure location • For employees incurring housing expenses in the new location while actively marketing their home at the old location under ExxonMobil's amended sale program • Amount paid based on monthly average of allowable housing expenses to cover: principal, interest, mortgage interest, property tax, homeowner's insurance, gas/water/electric/trash service, pool and lawn care, and homeowner association dues
Equity Loan / Advance*	<ul style="list-style-type: none"> • For employees qualifying for amended sale option needing funds to close on a new home • May be eligible for an equity advance up to 80-95% of the available equity, depending on need and eligibility

**If you elect not to participate in the amended sale program, you are not eligible for the seller's incentive, duplicate housing payment, or an equity loan/advance.*

Home Sale Assistance Options

There are two sale options in the home sale assistance program: the amended sale program and the direct reimbursement sale.



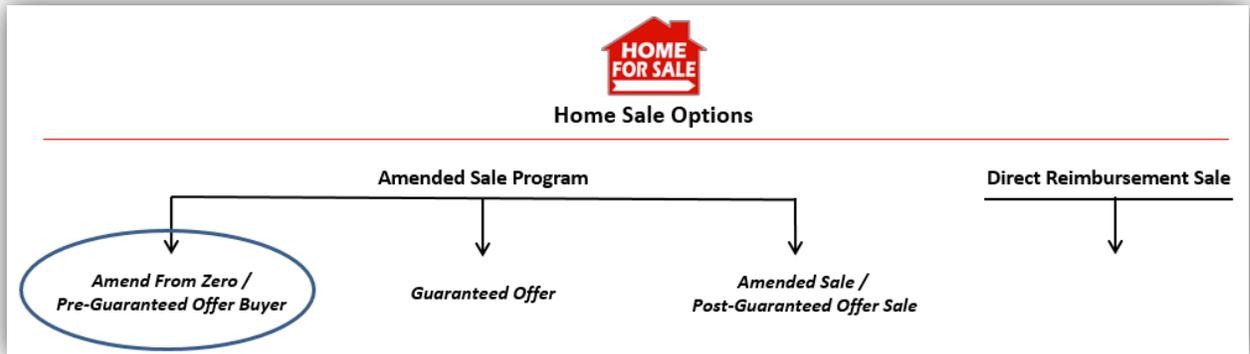
Benefit of Third Party Sale

The amended sale program is structured to reduce significant tax liabilities for employees and expense for ExxonMobil when selling a home. ExxonMobil utilizes a third party sale arrangement, whereby the property is purchased and sold twice, once to ExxonMobil (or Cartus acting on its behalf), and then to an outside buyer.

If ExxonMobil (or Cartus acting on its behalf) purchases your home and then sells it to an outside buyer, the IRS does not consider most of the incurred cost to be taxable income to you. However, if ExxonMobil were to reimburse you directly for the expense of selling your home, the entire amount

would be viewed as taxable income to you. For this reason, a third party sale arrangement is utilized under ExxonMobil's home sale assistance program whenever possible.

Amend From Zero/Pre-Guaranteed Offer Buyer Option



An amend from zero/pre-guaranteed offer buyer option occurs when you sell your home to a buyer (with Cartus noted as the seller on the buyer's contract) in the open market before receiving a guaranteed offer from Cartus on behalf of ExxonMobil. If you receive an offer to purchase your home before receiving the guaranteed offer, contact your Cartus Real Estate Specialist immediately. Do not accept any money or sign any contracts or other transactional documents, or you will jeopardize your tax status and eligibility for an amended sale.

Once notified, your Cartus Real Estate Specialist will:

- Help you determine if the offer you received is in your best interest, and whether or not the terms are acceptable to ExxonMobil and the relocation provisions
- Contact your broker with instructions where to send the contract for legal review
- Review next steps and advise you whether terms are acceptable
- Notify your Cartus Relocation Consultant who will:
 - Prepare a contract of sale reflecting the agreed upon offer price after clear title is established and inspections and/or repair contingencies are satisfied
 - Assist you in getting necessary paperwork executed to process acceptance of the offer
 - Identify items that are reimbursable/not reimbursable under the relocation program, including:

Reimbursable Expenses:	Non-Reimbursable Expenses:
<ul style="list-style-type: none"> – Abstract of title/owner’s title insurance (per local custom) – Seller attorney fees in attorney review states – Documentary tax, excise stamps, tax certificates – Escrow/conveyance fee – Inspection fees as required by lender (e.g., wood destroying insect inspection) – Local statutory costs – Mortgage recording or discharge fees/payoff requests made by title company – Notary fees – Transfer taxes or homeowner’s association transfer fees – Broker commission at 6% 	<ul style="list-style-type: none"> – Buyer’s closing costs – Buyer or agent incentives – Home owner warranties – Repairs and repair allowances – Other items typically charged to the buyer

A Cartus contract of sale, deed package, and other necessary documents required to sell your home to Cartus in a third party sale will be forwarded to you. You will need to execute, notarize and return these documents to your Cartus Relocation Consultant, or the title company, as applicable.

In order to qualify for home sale assistance, the subsequent sale with the buyer must be scheduled to close within 60 days from the date negotiations begin. You do not have to attend the closing. In that sale, Cartus will sign all documents and the sale will qualify for favorable tax treatment per Internal Revenue Service (IRS) regulations.

Your equity will be calculated as the actual sale price less:

- Outstanding mortgage and liens
- Prorated mortgage interest
- Prorated property tax (if you escrow taxes through your lender, your lender will refund your escrow balance when your loan is paid in full)
- Prorated homeowner's association dues, mortgage insurance premium (MIP), property tax or homeowners association (HOA) fees or assessments
- Cost of any contracted repairs/allowances, or required repairs based on inspections

Home Sale Seller's Incentive

You may be eligible for a seller's incentive, calculated as a percentage of the net sales price*:

- 3% of the net sales price* of the home if your broker registered with Cartus

**Net sales price is sales price less any seller concessions, e.g., allowances, repair caps, and home warranty, etc.*

Vacating the Residence

You must vacate your home and give possession within 30 days from the date the Cartus contract of sale is signed, and prior to 72 hours before the third party sale closes. You are responsible for all expenses associated with your home (e.g., taxes, mortgage interest, insurance, maintenance, and fees, etc.) as well as any verbal negotiations with the buyer until Cartus has acquired the home and you have vacated the property.

Many homeowner policies do not provide insurance coverage for vacant homes. Please check with your insurance agent about vacant dwelling insurance coverage if your old or new home will be vacant for any period of time while you have possession. Coverage will be at your expense, and considered covered by your miscellaneous expense allowance (MEA).

Guaranteed Offer



When efforts to sell your home do not result in a sale, acceptance of the guaranteed offer (selling your home to Cartus on behalf of ExxonMobil) is available to you as a “safety net.” The guaranteed offer takes into account short-term market time parameters, and is not necessarily the highest possible price the property will bring. It should be used as a reference point for your marketing efforts, and the last option you consider when selling your home. The value for the guaranteed offer is determined by utilizing two independent relocation appraisals prepared by appraisers selected by you from an approved Cartus list.

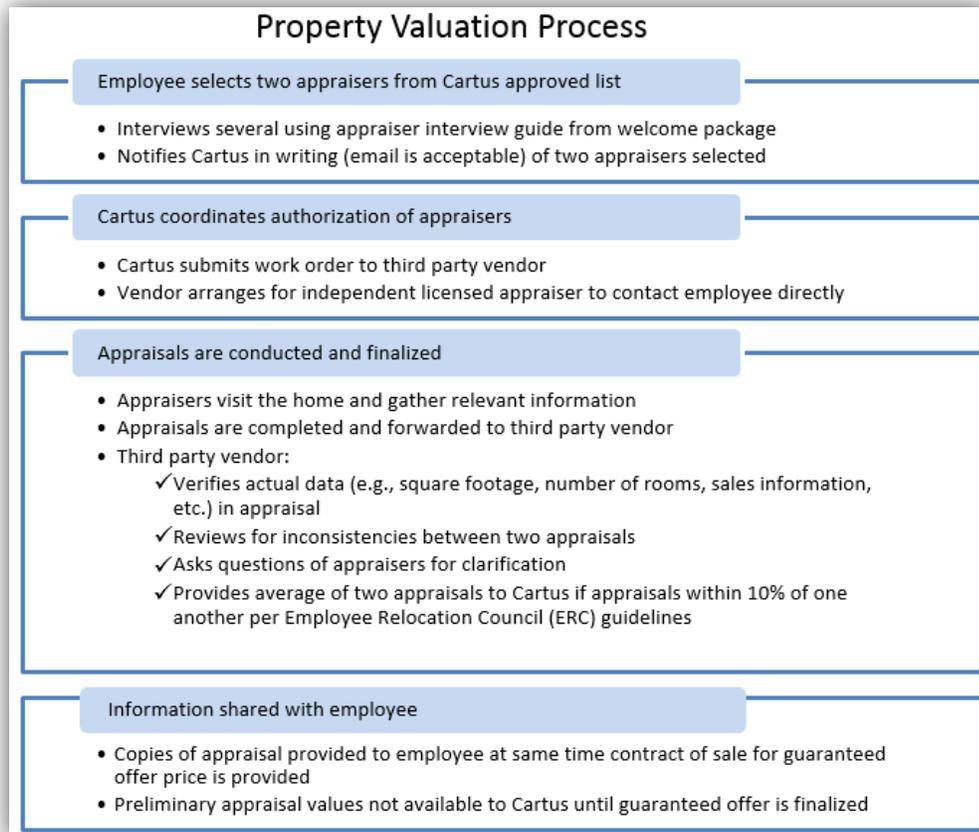
Property Valuation Process

Relocation appraisals are different than those completed for mortgage financing purposes as shown below:

Relocation Appraisal	Mortgage Financing Appraisal
<ul style="list-style-type: none"> - Completed on an Employee Relocation Council (ERC) Residential Appraisal Report - Purpose is to determine anticipated sales price - Considers short-term decision making and reasonable market time of up to 120 days beginning at time of inspection - Analyzes impact of subject features and future marketing conditions - Includes listings and sales - Can also include verified pending sales 	<ul style="list-style-type: none"> - Completed on a Uniform Residential Appraisal Report (URAR) form - Purpose is to facilitate mortgage lending and estimate market value - Market time parameters not considered - Market value determined by using information that precedes appraisal date - No adjustments made for normal selling costs or future marketing conditions - Does not include listings and pending sales

To ensure an objective appraisal, a third party vendor will coordinate two independent, licensed appraisers of your choice to complete appraisals on your home. You must submit listing documentation and disclosure forms to Cartus before this process can begin.

The property valuation process is documented below:



It is recommended you not change your list price until after the guaranteed offer has been finalized.

Disclosures

As part of the process, it is your responsibility to fully disclose the condition of your property to potential buyers, including Cartus. Failure to fully and accurately disclose relevant information about your property could constitute misrepresentation and possibly fraud, as well as a violation of ExxonMobil's Standards of Business Conduct policy. It could result in you being held responsible for all expenses involved in remediating the defect(s), possible litigation, as well as disciplinary action.

In order to complete the valuation/eligibility process, the following disclosure forms must be completed and signed by all persons listed on the title and returned to your Cartus Relocation Consultant along with any other requested documents before you list your home:

- Homeowner Real Estate Disclosure Statement
- Lead Paint Disclosure
- Any applicable, mandatory state disclosure forms, receipts, insurance claim documentation or previous inspections

The valuation process cannot begin until these forms are received by Cartus.

Disclosures will also be reviewed to determine if there is a need for inspections on your property.

Inspections

Any inspections mandated by federal, state, or local law/regulation will be conducted. Additionally, inspections are required if you have a septic system, well, underground storage tank (even if abandoned), or there is a need cited by you, the real estate agent, your appraiser, your disclosure documents, or by any other party. Any inspections performed must be disclosed to a prospective purchaser.

During the valuation/eligibility process, your Cartus Relocation Consultant will order inspections for your home as indicated below:

Required Inspections:	Additional Inspections May Include But Are Not Limited To:
<ul style="list-style-type: none">- Septic system- Underground storage tank (even if abandoned)- Well system- If a need is cited by employee, real estate agent, or appraisers, document, or other party	<ul style="list-style-type: none">- Asbestos- Electrical- General home- Heating, Ventilating, and Air Conditioning (HVAC)- Louisiana Pacific siding- Mold- Plumbing- Pool- Radon- Roof- Spa- Structural- Synthetic stucco- Termite- Water penetration

To ensure an objective finding, a third party vendor will select a licensed inspector to inspect the property. Inspectors will call you, or someone you designate to schedule appointments. Inspections should be scheduled to take place the same time appraisals are underway, or as quickly as possible.

Completed inspection reports will be sent to the third party vendor, who will review the results before providing a final copy to Cartus. Once received, Cartus will provide you with inspection results and copies of the reports. If repairs are required, bids must be approved by Cartus before any work is initiated. Having repairs made without prior authorization from Cartus may disqualify your home from

the amended sale program, including the guaranteed offer. In certain circumstances, Cartus may withhold the amount of a guaranteed bid for repairs from the equity in your home, rather than having you complete the repair.

You have 30 days from receipt of the last inspection report to complete authorized repairs. Should authorized repairs not be completed within this time, your home sale will convert to a direct reimbursement sale, and you will no longer qualify for benefits provided under the amended sale program.

The Guaranteed Offer – Process and Timeline

The guaranteed offer is calculated by averaging the two appraisal values. Should the value of your home differ by more than 10% between the two appraisals, Cartus will order a third appraisal from the list of three appraisers you preselected, and the guaranteed offer will be calculated by averaging the two closest appraisal values. This will add approximately two weeks to the guaranteed offer timeline. It is recommended you not alter your list price until after the guaranteed offer has been finalized.

Your home must be listed within 110% of the guaranteed offer price within three business days of receipt (notwithstanding appeals). Not doing so will render you ineligible for the amended sale program, including seller's incentive, duplicate housing payment, and equity loan/advance.

Appealing the Guaranteed Offer

You may appeal the guaranteed offer under certain limited circumstances. Appeals will not be considered if based solely on challenging the appraiser(s)' opinion of value. The appeal must contain new and compelling information or factual discrepancies that you feel affect the value of the home, and must be made in writing within five business days of receiving the guaranteed offer paperwork from your Cartus Relocation Consultant.

It is recommended you do not change your list price until the appeal process is complete. Contact your Cartus Relocation Consultant for more information.

Accepting the Guaranteed Offer

In order to accept the guaranteed offer, the following criteria must be met:

- Home was listed within 110% of the guaranteed offer within three business days of receiving the guaranteed offer email from your Cartus Relocation Consultant (notwithstanding appeals)
- Home has been marketed for a minimum of 60 days*
- Home has clear title, no maintenance, inspections, or repair challenges, no violations, and no eligibility challenges
- The Cartus contract of sale has not expired (valid for 60 days from the date the guaranteed offer is recorded)
- You are within your 12 month eligibility period (12 months from effective date)

It is highly recommended that you continue marketing your home during this time because if you are able to negotiate a sale with an outside buyer, you may receive a better offer and qualify for the [seller's incentive](#).

**This requirement is waived for U.S. dollar payroll employees starting expatriate assignments (outbound from U.S.)*

Your equity will be calculated as the guaranteed offer price less:

- Outstanding mortgage and liens
- Prorated mortgage interest
- Mortgage insurance
- Late payment charges or other lender required charges
- Prorated property tax (if you escrow taxes through your lender, your lender will refund your escrow balance when your loan is paid in full)
- Prorated homeowner's association dues, special assessments or HOA funding/capitalization fees
- Cost of any contracted repairs/allowances, or required repairs based on inspections

If you accept the guaranteed offer, you must vacate your home and give possession within 30 days from the date the Cartus contract of sale is signed. You are responsible for all expenses associated with your home (e.g., taxes, mortgage interest, insurance, maintenance fees, etc.) until the Cartus contract of sale has been signed, your property has been acquired, and you have vacated the property. Be advised that Cartus will continue marketing your home should you remain in the home after acquisition, so your cooperation in keeping things in order and scheduling showings is appreciated.

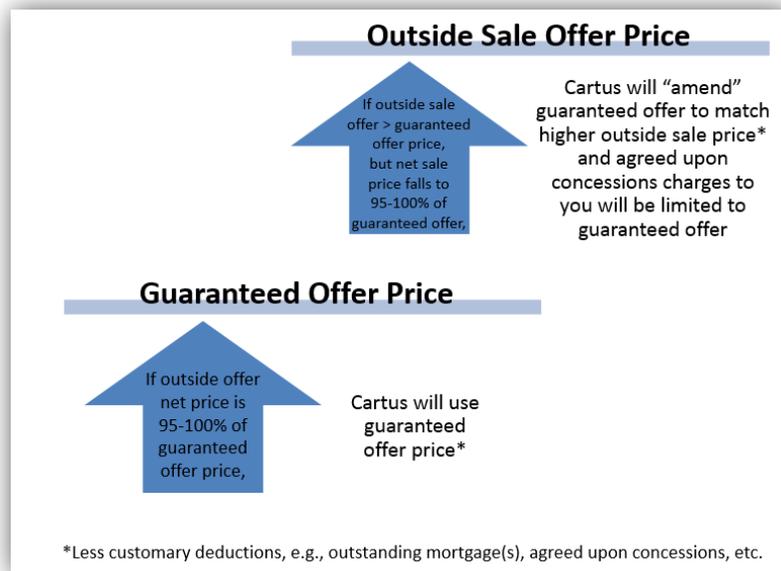
Many homeowner policies do not provide insurance coverage for vacant homes. Please check with your insurance agent about vacant dwelling insurance coverage if your old or new home will be vacant for any period of time while you have possession. Coverage will be at your expense, and considered covered by your miscellaneous expense allowance (MEA).

Amended Sale/Post-Guaranteed Offer Sale



An amended sale/post-guaranteed offer sale occurs when you sell your home to a buyer in the open market after receiving a guaranteed offer from Cartus on behalf of ExxonMobil. This option allows you the certainty and tax advantages of a guaranteed offer, as well as the flexibility to market your home to get the best price.

In an amended sale/post-guaranteed offer sale situation, Cartus will review the outside offer package and determine if the offer is acceptable. If accepted, the sales price will be determined as follows:



If you receive an offer to purchase your home during the 60 day guaranteed offer acceptance period, contact your Cartus Real Estate Specialist immediately. Do not accept any money or sign any contracts

or other transactional documents, or you will jeopardize your tax status and eligibility for an amended sale.

Once notified, your Cartus Real Estate Specialist will:

- Review the offer to determine that all terms and contingencies are acceptable to ExxonMobil and your relocation provisions, and that the offer will net at least 95% of the guaranteed offer
- Contact your broker with instructions where to send the contract for legal review
- Review next steps and advise you whether terms are acceptable
- Notify your Cartus Relocation Consultant who will:
 - Prepare a contract of sale reflecting the agreed upon offer price after clear title is established and inspections and/or repair contingencies are satisfied
 - Assist you in getting necessary paperwork executed to process acceptance of the offer
 - Identify items that are reimbursable/not reimbursable under the relocation program, including:

Seller Closing Costs That Will Not Be Deducted From Equity:	Concessions That Will Be Deducted From Equity:
<ul style="list-style-type: none"> – Abstract of title/owner’s title insurance (per local custom) – Seller attorney fees in attorney review states – Documentation tax, excise stamps, tax certificates – Escrow/conveyance fee – Inspection fees as required by lender (e.g., wood destroying insect inspection) – Local statutory costs – Mortgage recording or discharge fees/payoff requests made by title company – Notary fees – Transfer taxes or homeowner’s association transfer fees – All buyer’s closing costs, buyer incentives, homeowner warranties, repairs and repair allowances, and other items offered to buyer that fall <u>below</u> the guaranteed offer price (note: all negotiated amounts above guaranteed offer will be deducted from equity) 	<ul style="list-style-type: none"> – All buyer’s closing costs, buyer incentives, homeowner warranties, repairs and repair allowances, and other items offered to buyer that are <u>above</u> the guaranteed offer price – Agent incentives (not reimbursable and must always be paid by employee, even if items fall below the guaranteed offer line; they are also included in net sale price calculations)

A Cartus contract of sale, deed package, and other necessary documents required to sell your home to Cartus in a third party sale will be forwarded to you. You will need to execute, notarize and return these documents to your Cartus Relocation Consultant or the title company, as applicable.

In order to qualify for home sale assistance, the subsequent sale with the buyer must be scheduled to close within 60 days from the date negotiations begin. You do not have to attend the closing. In that sale, Cartus will sign all documents and the sale will qualify for favorable tax treatment per Internal Revenue Service (IRS) regulations. This process can take up to five business days.

Your equity will be calculated as the actual sale price less:

- Outstanding mortgage and liens
- Prorated mortgage interest
- Mortgage insurance
- Late payment charges or other lender required charges
- Prorated property tax (if you escrow taxes through your lender, your lender will refund your escrow balance when your loan is paid in full)
- Prorated homeowner's association dues, special assessments or HOA funding/capitalization fees
- Cost of any contracted repairs/allowances, or required repairs based on inspections
- All buyer's closing costs, buyer incentives, homeowner warranties, repairs and repair allowances, and other items offered to buyer that are above the guaranteed offer price
- Agent incentives (not reimbursable and must always be paid by employee, even if items fall below the guaranteed offer line; they are also included in net sale price calculations)

Home Sale Seller's Incentive

You may be eligible for a seller's incentive of 3% of the net sales price if the following requirements are met:

- The list price of your home does not exceed 110% of the guaranteed offer once received
- You secure an amended sale before the expiration of your guaranteed offer period
- The net sales price* is at least 95% of the guaranteed offer once received
- Your broker is registered with Cartus

**Net sales price is sales price less any seller concessions, e.g., allowances, repair caps, and home warranty, etc.*

Vacating the Residence

You must vacate your home and give possession within 30 days from the date the Cartus contract of sale is signed, and prior to 72 hours before the third party sale closes. You are responsible for all expenses associated with your home (e.g., taxes, mortgage interest, insurance, maintenance, and fees, etc.) as well as any verbal negotiations with the buyer until Cartus has acquired the home and you have vacated the property.

Many homeowner policies do not provide insurance coverage for vacant homes. Please check with your insurance agent about vacant dwelling insurance coverage if your old or new home will be vacant for any period of time while you have possession. Coverage will be at your expense, and considered covered by your miscellaneous expense allowance (MEA).

Direct Reimbursement Sale



A direct reimbursement sale occurs when you sell your home directly to a buyer in the open market (no third party sale). It is applicable in the following situations:

- You secure a buyer for your property and elect to sell directly to that buyer (no third party sale)
- You have signed the sales contract as seller
- Your primary residence is not eligible for the home sale program

Because a direct reimbursement sale does not allow ExxonMobil to realize cost savings inherent in a third party sale and Cartus (on behalf of ExxonMobil) is not a party to the sale, employees utilizing this option are not eligible for home sale incentive, duplicate housing payment, or equity advance. Provide your Cartus Real Estate Specialist with the executed contract immediately upon acceptance.

Once notified, your Cartus Real Estate Specialist will:

- Review the offer with you
- Review next steps and advise and contact your broker
- Notify your Cartus Relocation Consultant who will identify items that are reimbursable/not reimbursable under the relocation program, including the following:

Examples of Reimbursable Costs:
<ul style="list-style-type: none">- Abstract of title/owner's title insurance (per local custom)- Seller attorney fees in attorney review states- Documentary tax, excise stamps, tax certificates- Escrow/conveyance fee- Inspection fees as required by lender (e.g., wood destroying insect inspection)- Local statutory costs- Mortgage recording or discharge fees/payoff requests made by title company- Notary fees- Transfer taxes or homeowner's association transfer fees- Broker commission up to a maximum of 6%

Cartus will coordinate reimbursement upon receipt of documented home sale expenses. Since this list is not all-inclusive, be sure to discuss other expenses not listed above with your Cartus Relocation Consultant before the scheduled closing. Please note that you will be required to attend the closing.

Duplicate Housing Payment

If you incur housing expenses at the new work location while actively marketing your residence at the old location under ExxonMobil's home sale assistance program, you may be eligible to receive payment for duplicate housing expenses for up to 60 days, based on eligible average monthly expenses as follows:

Expenses:	Includes:
<ul style="list-style-type: none"> - Home mortgage* <li style="padding-left: 20px;">- First mortgage <li style="padding-left: 20px;">- Second mortgage 	<ul style="list-style-type: none"> - Principal - Interest - Private mortgage insurance (as applicable)
<ul style="list-style-type: none"> - Maintenance 	<ul style="list-style-type: none"> - Lawn care - Pool - Snow removal
<ul style="list-style-type: none"> - Taxes and insurance 	<ul style="list-style-type: none"> - Property tax - Homeowner's insurance (e.g., homeowner's, flood, etc.)
<ul style="list-style-type: none"> - Utilities 	<ul style="list-style-type: none"> - Gas - Electric - Water - Garbage/waste
<ul style="list-style-type: none"> - Homeowner's association fees 	<ul style="list-style-type: none"> - HOA fees and dues

**Equity lines of credit do not qualify for duplicate housing*

Cable television, internet, telephone, repairs, and improvements, landscaping, housekeeping and cleaning services are not eligible for reimbursement.

If you are eligible to receive a duplicate housing payment, submit documentation to Cartus to substantiate expenses detailed in the table above. Duplicate housing and interim living cannot be paid for the same time period.

Home Sale Loss Assistance

Home sale loss assistance is provided if you incur a loss on the sale of your home as a result of your relocation by ExxonMobil. If your home sells for less than your original purchase price, you may be eligible. Assistance is not provided for any loss due to neglect or other failure on your part to properly maintain the home.

Home sale loss assistance is calculated as follows:



Any insurance payments received must be deducted prior to the calculation.

The following documents are required to establish original purchase price:

- Fully executed copy of the HUD 1-settlement statement signed by buyer, seller, and title agent or closing attorney; OR
- Closing disclosure signed and dated AND a formal closing settlement statement completed by the title agent or closing attorney (American Land Title Association (ALTA) or similar disbursement confirmation document)

Home Purchase Assistance

Contact your Cartus Relocation Consultant before starting any part of the home purchase process.

Eligibility

In order to be eligible for home purchase assistance, your new home must:

- Close within 12 months of your effective date of transfer
- Be located within 50 miles of your new work location

New Home Purchase Considerations

Although components of the amended sale program may change, it is important to consider whether the home you purchase may be eligible for future participation in the program should you be transferred by ExxonMobil to another work location. More information on [new home purchase considerations](#) can be found in the appendix at the end of this synopsis, as well as in the list of [non-eligible properties](#) documented earlier in this synopsis.

Real Estate Agents/Brokers

Choosing a Realtor

ExxonMobil strongly recommends that a real estate agent/broker be used for all transactions associated with your relocation. As a full-service relocation company, Cartus can provide you access to a network of highly qualified real estate agents in your community, which may include brokers at the following companies:

- Better Homes and Gardens® Real Estate
- CENTURY 21®
- Coldwell Banker®
- ERA®
- Sotheby's International Realty®
- ZipRealty®

The real estate agents within this broker network specialize in relocation services.

To prepare for your new home purchase, follow the process detailed below:

- Contact your Cartus Relocation Consultant before starting any part of the relocation process; s/he can facilitate a meeting with a Cartus network real estate agent if needed
- Once you have selected a real estate agent, share details of your home finding wish list to ensure s/he has a good understanding of your search criteria
- Before signing a new home purchase contract, your Cartus Relocation Consultant can provide information regarding the mortgage process and preferred lenders, as well as confirming your eligibility for benefits provided under the relocation guidelines

Using a Non-Cartus Network Broker

Although not recommended, it is possible to use a non-Cartus network real estate broker. A non-network broker may not be knowledgeable or have experience in relocation. Additionally, a non-network broker may charge you directly for fees or services that are not viewed by ExxonMobil as reasonable, normal, or customary; for example, administrative transaction fees or expenses considered covered by the miscellaneous expense allowance. These charges are not eligible for reimbursement.

Typically, a buyer's agent is paid by splitting the commission with the listing agent. Before signing a new home purchase contract, ensure you (as the buyer) are not responsible for paying a commission, as this expense is not eligible for reimbursement. Your Cartus Relocation Consultant can provide more information about what charges are considered reasonable, normal, and customary for your area.

In order to avoid a potential conflict of interest, utilizing a family member or friend as your realtor is strongly discouraged.

Closing Costs

There are numerous expenses associated with the purchase of your new home that vary by state and local custom. You will be reimbursed for customary buyer's expenses in the new location.

Fees and charges most commonly recognized for reimbursement are listed below:

Examples of Reimbursable Costs
<ul style="list-style-type: none">- Abstract of title/owner's title policy*- Title policy endorsement that are normal and customary- Amortization fee- Application fee- Appraisal fee (one only)- Attorney fees**- Certified copies- Credit report (one only)- Document preparation fee- Escrow fee- Guarantee fee- Inspections that are normal and customary for the area (e.g., termite, well/septic)- Lender's title policy- Messenger service fees/express shipment fees- Notary fees- Recording fees- Settlement or closing fee- Survey- Tax service fee- Title examination- Underwriting fee- Costs (if customary and usual for the area) associated with loans obtained through private or family sources; no points will be reimbursed

**Owner's title policy not eligible for reimbursement unless it is a customary practice for the area*

***Document preparation fees and title review fees as required by lender, and where normal and customary for buyer representation in attorney review states*

Contact your Cartus Relocation Consultant for more information.

Preferred Lenders

ExxonMobil has a preferred national lender relationship with [Chase](#) and [Wells Fargo Home Mortgage](#). Although you are free to obtain a loan through a lender of your choice, there are benefits to using one of ExxonMobil's preferred lenders, including pre-approval prior to your house hunting trip and direct billing of eligible closing costs. When contacting preferred lenders, be sure to identify yourself as a relocating ExxonMobil employee.

Direct Billing for Closing Costs

If you finance your new home through one of the preferred lenders, your reimbursable closing costs will be direct billed to ExxonMobil and paid on your behalf. Because this payment is taxable, tax assistance will be provided except for those items that are tax deductible.

If your mortgage is obtained through a non-preferred lender, you may request an advance for your closing costs with exception approval. Contact your Cartus Relocation Consultant for more information.

Equity Loan

If you qualify for the amended sale program or had a guaranteed offer or amended sale and need funds to close on a new home, you may be eligible for an equity loan as indicated below:

- Loan amount up to 95% of the available equity based on the Cartus guaranteed offer or amended sale (if not yet cashed out) as approved
- Based on documented need as defined by a purchase contract, mortgage, etc.
- Title and inspections on the property, if applicable, must be clear before equity can be advanced
- Your property must be listed and appraisal process underway (or be in possession of an outside sale offer) before requesting an equity loan

If you meet the criteria and wish to request an equity loan, sign and return the Equity Advance Repayment Agreement provided by your Cartus Relocation Consultant.

If you do not have a guaranteed offer or amended sale, you may be eligible for an advance up to 80% of equity. Equity will be determined by original purchase price less all outstanding encumbrances on the property (e.g., mortgage(s), liens, proration of applicable homeowners' association dues, interest, taxes, etc.). Declining values at the departure location which may result in loss on sale, negative equity, or other challenges, will be taken into consideration when determining eligibility for an equity advance.

Paid Time Off for Relocation

You will be granted reasonable time off with pay to handle personal activities associated with a company initiated relocation that coincide with a work day, including:

- Supervising the household goods shipment (packing at the old location and unloading at the new location)
- Traveling to the new destination
- Other move-related family and/or household arrangements (e.g., being present during home inspections, appraisals, movers survey, etc.)
- Set up for basic needs (e.g., beds, cookware); complete unpacking generally not on company-paid time
- Handling personal needs (e.g., driver's license, kids' schools, etc.)

Paid time off should not be considered an entitlement. Supervisors should take into account an employee's personal circumstances (e.g., renter/homeowner, schooling/childcare issues, etc.) when determining the amount of time off needed. This time is excused with pay when it coincides with work days. Paid time off for company initiated relocation does not count towards the 40-hour annual maximum for personal time with pay.

In any relocation situation, it may not be possible for employees to be present for the entire period when movers are loading/unloading, but supervisors should work with employees to make the transition as smooth as possible. Timing and alternatives should be discussed in advance to determine the best means to maintain business continuity during the move period.

Cost of Living Allowance (COLA)

A Cost of Living Allowance (COLA) is provided in some cases for up to two years to assist in transitioning to a higher cost of living area.

Eligibility

If you relocate to an area with a higher cost of living than your old work location (last U.S. work location), a temporary cost of living allowance (COLA) will be provided to transition you to the higher cost area.

COLA Calculation

Cost of living allowances are calculated by a third party vendor. They are based on objective costs such as housing, transportation, taxes, goods, and services at both the old and new work locations. Payments are not considered normal compensation for benefit plan purposes.

If you are eligible for a COLA, the calculation will be based on the following:

- Old versus new work location
- Number of [eligible dependents](#) that will be permanently residing with the you at the new work location
- Home owner versus renter status at the new location within the first 90 days
- U.S. dollar annual salary midpoint for your classification level (CL), up to a specified maximum

Payment

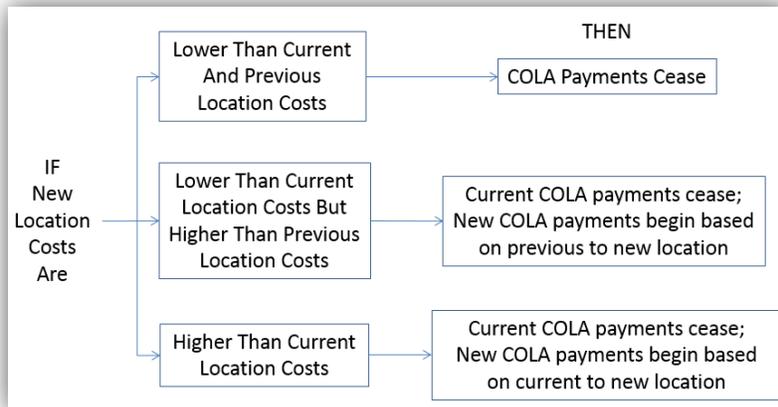
If you are eligible for a COLA, contact your Cartus Relocation Consultant. The COLA is based on homeowner or renter status at the new work location within the first 90 days of effective date. It will be paid as follows:

- Half paid upon request based on employee’s current CL midpoint
- One quarter paid at 12 months after original effective date
- Remaining quarter paid two years after effective date

Cartus will validate housing status prior to disbursing remaining payments.

Relocating Again Prior to Completed Payments

If you are relocated again before COLA payments are completed, the COLA will be recalculated and paid as follows:



The current COLA payment schedule will cease with subsequent relocations, as applicable and a new payment schedule will start with your effective date of transfer to your new work location.

When Payments Cease

COLA payments will cease if one of the following occurs:

- Costs of the new location are lower than both current and previous locations
- Employment terminates due to resignation or discharge for cause
- Upon retirement
- Upon death, COLA will be paid off in a lump sum

Special Relocation Situations

Delayed Family Relocation to New Work Location

Delayed family relocation is considered an exception to the domestic relocation guidelines, and requires prior endorsement by Global Mobility and approval by Business Line management. You may be eligible for delayed family relocation benefits if one or more of the following circumstances exist related to your relocation:

Circumstance:	Applicable to:	Limitations:
Educational consideration for child in school if move occurs during academic year or child is entering senior year in high school	<ul style="list-style-type: none"> – High school seniors (already in session or summer prior to start of senior year) – Students in grades K-11 	<ul style="list-style-type: none"> – May be approved to end of school year; maximum benefit of 12 months – May be approved to end of existing semester
	If family has students in different grade levels, the student qualifying for greatest amount of delayed family benefits will be used to determine maximum benefits granted	
Serious Illness or Hospitalization	Immediate family only	Up to six months
Employment Constraints	Spouse	<ul style="list-style-type: none"> – Up to six months – Request to extend beyond six months must be supported by existing written contract between spouse and employer – Maximum 12 month benefit with existing employment contract

Approval for delayed family relocation will be for a specific date range, and benefits will cease on the ending date or when the family moves to the new location, whichever occurs first.

Delayed family relocation benefits include the following:

Miscellaneous Expense Allowance (MEA)

The MEA is a one-time non-accountable payment intended to off-set various costs associated with your move not covered by the relocation guidelines. It is calculated as 100% of U.S. dollar monthly salary midpoint for your classification level (CL), up to a specified maximum. Only one MEA payment is payable to dual career employees.

Temporary Housing While on Delayed Family

Assistance will be provided to locate a furnished corporate apartment with utilities (where available) at the new work location. Service items (e.g., maid service) charged outside the basic rental rate are at your personal expense. No reimbursement will be provided should you choose to make other temporary housing arrangements.

Travel Expenses to New Work Location

ExxonMobil will reimburse reasonable one-way travel expenses for you to the new work location at the start of your assignment.

Return Trips to Old Work Location

Transportation expenses (e.g., airfare, transportation to/from the airport, parking fees) associated with trips home to a U.S. domestic location every two weeks will be reimbursed. Expenses will be reimbursed only for travel between the old and new work locations. Submission of expenses for return trip travel combined with business or personal travel, or locations other than the new or old work locations should be done so consistent with [business travel guidelines](#) (must have intranet access).

You receive two trips home every month, and may choose to substitute a trip home with a visit by your spouse or child to the new work location. One of these return trips to old work location should be set aside for use at the end of the delayed family period, if you wish to accompany your eligible dependents to the new work location. Car rental expenses will be reimbursed consistent with business travel guidelines for up to four days per return trip if your vehicle has already been moved to the new work location. Utilize ExxonMobil Travel Services (EMTS) for all travel itineraries, including airfare and rental car. Return trips should be scheduled at least 14 days in advance to take advantage of lower fares, and are limited exclusively to U.S. domestic travel.

Car Rental at New Location

Rental car expenses at the new location will be reimbursed until your shipped personal vehicle arrives, up to a maximum of seven days.

Home Finding

Your home search should be finalized during the delayed family time period. Although a separate home finding trip is not available under delayed family guidelines, you will be reimbursed up to ten days for expenses related to home selection during this time period, e.g., meals, rentals, laundry, and incidentals.

In lieu of a return trip home to the old work location, your spouse can utilize a round trip to the new work location to participate in home search activities.

Dependent Care

Care expenses for [eligible dependents](#) incurred during home selection activities may be reimbursed as a one-time expense per one of the following scenarios:

- Travel for dependent(s) to/from new work location and meal reimbursement during the home selection trip
- Airfare or mileage for one relative to stay with your dependent(s) at your home location (must be within the U.S.)*
- Airfare or mileage for your dependents to travel and stay with a relative at his/her home (must be within the U.S.)*
- Local prevailing rates for care service provider at home location

**Lodging, meals, and other incidental expenses not reimbursed*

Home Sale Assistance

Home sale at the old work location should begin no later than 90 days before the end of delayed family, and must be completed within 12 months of your effective date. If you do not complete home sale during the delayed family period, any additional temporary living costs will be at your personal expense.

Home Purchase Assistance

Home purchase assistance is available up to 12 months from your effective date. If you do not complete home purchase during the delayed family period, any additional temporary living costs will be at your personal expense.

Final Trip

If your home is not habitable during the household goods pack/load or delivery process, you may be reimbursed actual expenses up to seven days/six nights between the old and/or new locations for reasonable lodging and meals. Receipts are required to reimburse individual expenses of \$50 or more.

ExxonMobil will reimburse reasonable one-way travel expenses to the new work location for each [eligible dependent](#). There is no separate final move trip allocated for employees at the end of the delayed family period; one of your [return trips to old work location](#) should be utilized if you wish to accompany your family to the new work location.

Household Goods Move

One shipment of household goods to the new work location will be provided with your family's move at the end of delayed family; no secondary shipment is provided. Storage of household goods is not provided, but you may choose to have these items delivered in/out, stored, and insured at your personal expense.

Cost of Living Adjustment (COLA)

If eligible, a COLA will be calculated and paid based on your CL midpoint on the effective date and paid at the end of delayed family when:

- Your family has moved to the new work location and/or
- You commit to the purchase of a residence or establishment of a long-term lease (minimum 6 months) at the new work location (corporate apartment/extended stay hotel does not qualify)

Duplicate Housing

Duplicate housing benefits are not available when you are receiving delayed family benefits.

Delayed family benefits are intended to assist in the relocation process, not to subsidize the maintenance of two residences in lieu of relocating; they are approved with the understanding that you and your family will relocate and change residence to the new work location. If you and/or your family do not relocate to the new work location, you will be required to reimburse all delayed relocation benefits to ExxonMobil.

Contact your Cartus Relocation Consultant for more information regarding delayed relocation.

Employee Initiated Resignations

Should you voluntarily terminate your employment within 12 months of your effective date, you will be required to repay ExxonMobil all of the relocation benefits paid to you.

Tax Impacts

Tax Assistance

All taxable moving expenses paid to you or on your behalf are considered income to you and are subject to federal, state, local, Social Security, and Medicare taxes. The IRS considers all relocation expenses paid to you or on your behalf as compensation, except those expenses associated with the following:

Expenses Not Considered Compensation by IRS:
Sale of your home through Cartus

ExxonMobil will provide assistance toward the additional tax liability incurred on moving expense reimbursements/payments. See the [Tax Assistance Calculations and Procedures](#) section later in this synopsis for more information about how tax assistance is calculated.

Depending on your personal situation, it is possible that tax assistance provided by ExxonMobil may not fully cover the incremental tax liability that may result from your relocation. Tax assistance is intended to be just that – assistance, not full tax protection. In other words, there are no tax balancing/tax

equalization reconciliations performed as part of this process. Your [MEA](#) is intended to help offset any shortfall in company provided tax assistance.

Tax Assistance Calculations and Procedures

Throughout the course of your relocation, payments for moving expenses will be made to you and on your behalf (e.g., MEA and lump sum). At the time these payments are reported to ExxonMobil U.S. Payroll, the following tax assistance will be provided:

- Federal tax assistance at IRS supplemental rate of 22%
- State tax assistance based on state tax tables for the state to which you are moving*
- Social Security on earnings up to the federal maximum
- Medicare on earnings up to and including the supplemental rate

All relocation payments made to you or your behalf will be reported to ExxonMobil U.S. Payroll and will appear in the “Imputed Income Amounts” section of your pay statement. Tax assistance will be calculated by U.S. Payroll, and will result in additional withholding taxes and an offsetting gross-up payment of tax that will appear in the “Payments” section of your pay statement. To easily identify these components, the description will begin with “Reloc” as shown on the sample pay statement shown below:

ExxonMobil ChemTechnology						Payment Date: 02/28/2018 Period Ending: 02/28/2018				
Payroll Area: US Pers Area 5598 Pers Sub Area 5000 EE Group 1 EE Subgrp J1 Payroll period 02/16/2018 to 02/28/2018						**Important - Retain For Your Records**				
Payments	Retro	Hours	Rate	Current	YTD Amount	Match Credit	Elect %	Appl %	Current	YTD Amount
Base Pay		72.00		5,104.17	13,611.12					
Reloc-GrUpRes T				13,907.63	13,907.63					
Total Payments				19,011.80	27,518.75					
Deductions				Current	YTD Amount	Tax Withholding Information				
Federal Withholding Tax				11,683.24	12,894.32	Co. Mtch	7.00	7.0000	357.29	714.58
Social Security Tax				3,423.96	3,947.17	Elect %				
Medicare Tax				800.77	923.13	Appl %				
West Virginia Withholding Tax					193.00	Current				
Relocation Tax Offset				965.01-	965.01-	Status				Addl With Amt
Med Pre Tax 1021 - EE				32.00	84.00	W4 Federal		02	01	0.00
Dent Pre Tax 20BA - EE				13.50	35.44	Reportable Amounts for:				
Savings Before-tax				867.71	1,633.34	Federal				Current
						Withholding Tax				YTD Amount
						Social Security				
						Medicare Tax				
						Rpt W/H-Not Txd				
						West Virginia				
						Withholding Tax				
Total Deductions				15,956.17	18,745.39					
Net Payment				3,155.63	8,773.36	Imputed Income Amounts:				
						Reloc Txd1 GrUp				Current
						Reloc Txd1 No GrUp				YTD Amount
						Corp Life Ins Imp Inc				
Payment Distribution ABA No. Bank Name Account No. Amount						If you have questions: -Please visit GOTO/USPAYROLL or Call 1-800-262-2363 and select 6 for Payroll -Expatriates and Temp Domestic Assignments: Call your designated administrator -Annuitants: Call Benefits at 1-800-682-2847 (hearing impaired call 1-800-833-8334)				

**All relocation payments, regardless of when they are disbursed, are always reported to ExxonMobil following the effective date (e.g., at destination) and taxed accordingly*

Final Tax Assistance Calculation

At the end of the year, a final tax assistance calculation is calculated and processed by ExxonMobil U.S. Payroll Accounting. The interim tax assistance provided during the year is adjusted to reflect an appropriate amount based upon the parameters outlined below. To reiterate, this final tax assistance calculation is not intended to be a tax balancing or tax equalization calculation.

The final tax assistance calculation (positive or negative) will be reflected in the “Payments” section of your last pay statement for the year as “YTA Earnings,” and is based on:

- Your ExxonMobil source income*
 - Includes base salary plus incentives
 - Includes relocation reimbursements/payments reported during the calendar year
 - Excludes any 401K or before tax deductions
- Current federal, state, local, Medicare, and Social Security tax rates
- A standard deduction to be applied against base salary
 - Included to reflect a deduction you may typically take on your federal and state tax returns

**ExxonMobil tax assistance is based upon ExxonMobil source income only. Other income (e.g., spouse’s, rental, investment income, etc.), when added to your ExxonMobil income, may put you in a higher tax bracket. This is not considered in the tax assistance calculation. Your [MEA](#) is intended to offset any additional tax liability. There is no further tax balancing or tax equalization on account of personal factors outside of ExxonMobil.*

Social Security Taxes

You are responsible for Social Security taxes on your annual compensation excluding tax assisted relocation tax assisted expenses. Each pay period, Social Security will be deducted from your paycheck and added to your withholding. If you reach the Social Security salary maximum, this deduction ceases. Should you earn less than the Social Security salary maximum, ExxonMobil will provide tax assistance for any additional Social Security tax liability incurred as result of your relocation.

If your compensation without relocation normally meets or exceeds the Social Security salary maximum, ExxonMobil will initially provide the interim Social Security tax assistance up to the maximum. However, if because of the timing in which your relocation payments are reported to ExxonMobil U.S. Payroll results in meeting the Social Security maximum sooner than you would have otherwise, an adjustment will be made to the final tax assistance calculation (YTA) to recover the portion of tax that you would have otherwise paid on your base salary against your federal withholding tax.

Medicare Taxes

You are responsible for Medicare taxes on your annual compensation excluding tax assisted relocation expenses. Each pay period, Medicare is deducted from your paycheck and added to your withholding. Tax assisted relocation payments include Medicare withholding tax, which is subsequently considered in the tax assistance gross-up calculation.

Year End Processing

Following the end of the year and shortly after W-2s are issued by ExxonMobil, Cartus will send you a Relocation Summary Package (RSP) detailing all moving expense reimbursements and payments made to you and on your behalf (excluding tax assistance). Tax assistance will be calculated by ExxonMobil U.S. Payroll, shown/included on your final pay statement, and reported accordingly in your ExxonMobil W-2.

Questions regarding the relocation components reported in your pay statement and the resulting taxation, should be directed to the Payroll Assistance Team at the contact information shown on the [Human Resources Service Provider Contact Information intranet page](#) (must have intranet access). For specific questions regarding the interim tax assistance calculations and/or final tax assistance calculation (YTA – Year End Tax Assistance), contact the Payroll Assistance Team and ask to speak to the YTA contact on the U.S. Payroll Tax team.

Contact Cartus at ExxonMobilYearend@cartus.com if you did not receive an RSP or have specific questions about the timing in which your relocation payments were reported to ExxonMobil.

Be sure to keep records and receipts of all your expenses for income tax return purposes. Additionally, you are strongly encouraged to consult with a professional tax advisor regarding the tax implications of your relocation.

The following Internal Revenue Service publications may also be useful:

- Publication 521 – Moving Expenses
- Publication 523 – Tax Information on Selling Your Home.

The guides may be accessed online at <https://www.irs.gov/publications/index.html>

State Tax

For more information on state tax, refer to the [Updating/Requesting Personal Information in Employee Direct Access \(EDA\) Taxes](#) section in the appendix of this synopsis.

Company Tax Assistance on Relocation Expenses ⁽¹⁾

FEDERAL INCOME TAX INFORMATION			
EXPENSE CATEGORY	Reportable on Federal W-2	Tax Assisted By Company?	Will Taxes Be Withheld At Time Of Payment? ⁽²⁾
1. Home Sale Assistance - Amended Value - Guaranteed Offer	No	No	No
2. Lump Sum Payment (to cover the following) - Dependent Care - Home Selection Trip - Final Trip - Interim Living	Yes	Yes	No
3. Qualified Residence Expenses - Lease cancellation - Direct home sale - New home purchase	Yes	Yes	No
4. Home Sale Incentive Payment	Yes	No	Yes
5. Home Sale Loss	Yes	Yes	No
6. Duplicate housing payment	Yes	Yes	No
7. Shipment of Household Goods - Includes temporary storage 30 days - Additional storage- 30 days w/ approval	Yes Yes	Yes Yes	No No
8. Miscellaneous Expense Allowance (MEA)	Yes	Yes	No
9. Cost of Living Allowance (COLA)	Yes	No	Yes
10. Spousal Employment Assistance	Yes	Yes	No

(1) State taxes may also apply and will be assisted in accordance with prevailing tax code

(2) If yes, taxes are withheld according to the following: federal – 22%, including applicable state and Social Security, as well as Medicare taxes

Contract Language

Broker Exclusion Clause – Sample Language

This addendum shall override any conflicting clauses or statements in the listing agreement.

The owners hereby reserve the right:

1. To transfer, convey, or sell this property directly to Cartus at any time and in such event to cancel this agreement with no obligation for commission or continuation of the listing thereafter, or
2. To assign any acceptable written offer hereafter to Cartus for closing, with payment of commission being the obligation of Cartus, the commission being earned at the successful closing of the home.

Transfer Clause – Sample Language

This addendum shall override any conflicting clauses or statements in the listing agreement.

It is hereby mutually agreed that if the tenant is transferred out of the area by his/her employer, with proper verification, this lease will be terminated upon receipt by the Landlord/Agent of 60 days' written notice. This notice period runs from the first day to the first full month following the notice.

New Home Purchase Considerations

- **Location** – The home must be located within 50 miles of the work location to be eligible.
- **Shared improvements to property** – Owners of shared property should ensure a formal, written and recorded maintenance agreement documents responsibilities for upkeep, maintenance, insurance, and other shared expenses for improvements to the property, including work performed on: wells, pipes, ponds, roofing, house components, wiring, sheetrock, land, driveways, etc.
- **Condominiums/co-ops** – Condition of or circumstances surrounding condominiums may affect eligibility for the amended sale/guaranteed buyout program, as some lenders will not provide financing for or may restrict loan approval for certain types of properties.
- **Properties with acreage** – Due to lack of comparable properties and use limitations (including agricultural exemptions), properties with acreage may not be eligible.
- **Deferred maintenance** – Negotiate with the seller to address items that are noted on your inspection report(s), as you may be asked to provide documentation proving all issues were addressed when you sell your home in the future.
- **Permits for renovations/upgrades** – Many home projects involving alteration, repair, remodel, renovation, or new construction require a permit or approval from jurisdictional entities that enforce local standards, restrictions, or code requirements. Any work done to repair, replace, alter or install mechanical, electrical and plumbing equipment may also require a permit by the city, county, or approval from your neighborhood Homeowner’s Association(s), etc. Save time, money, and effort and avoid frustration by confirming if your property has deed restrictions before you build.
- **Solar panels/equipment** – Improper installation can cause damage to the decking, shingles, and framework of the roof. If the home is to be eligible for the amended sale program in the future, all equipment sold with the property must be wholly owned and paid in full at the time of acquisition.
- **EIFS/synthetic stucco** – Because of the high probability of failure resulting from improper installation and/or maintenance, properties with synthetic stucco pose potential financial risk. Water penetration and exterior/interior degradation may result in thousands of dollars of repairs, including reinstallation of the substructure and exterior structure, mold remediation, and replacement of electrical and mechanical workings. Due to costly repairs and media coverage of class action lawsuits, these homes may be viewed as undesirable, resulting in marketing challenges and a smaller buyer pool.

Glossary

Amended Sale/Post-Guaranteed Offer Sale – Selling your home to a buyer after receiving a guaranteed offer from Cartus/ExxonMobil

Amend From Zero Sale/Pre-Guaranteed Offer Buyer Option – Selling your home to a buyer before receiving a guaranteed offer from Cartus/ExxonMobil

Duplicate Housing Payment – Reimbursement of housing expenses at departure location up to 60 days if housing expenses are also incurred at the new work location; amount paid based on monthly average of allowable housing expenses for employees owning a home or based on reasonable furnished housing if home has sold

Direct Sale – Traditional real estate transaction where property is sold by employee directly to a buyer in the open market

Dual Career – An assignment status type in which an employee has a married spouse that works for ExxonMobil and both employees receive Business Line approval for relocation

Eligible Dependent – A dependent that meets certain criteria to qualify for relocation benefits: is eligible for benefits under the ExxonMobil medical plan, residing with you at the time of authorization, and will be permanently residing with you at the new work location

Employee Relocation Council (ERC) – A professional organization encompassing the entire relocation industry whose purpose is to supply leadership, services, and assistance to members, allowing them to serve relocating employees and their families

EMTS – ExxonMobil Travel Services

Final Equity – The sales price Cartus/ExxonMobil pays for your home, less the amount owed on your existing mortgage, property taxes, and any other requirements to sell your home

Guaranteed Offer – The price at which Cartus/ExxonMobil will purchase your home; considered a “safety net” and viewed as a last option to sell the home; normally calculated as the average of two estimates of current market value by independent appraisers

HOA – Homeowners Association

Inherent Vice/Climatic Damage – The nature of the item or any defect or inherent characteristic, which makes the items susceptible to damage due to normal transit handling including but not limited to vibration or changes in temperature/humidity; typically excluded from insurance coverage

Mechanical Derangement – The failure of any electrical/mechanical/electronic item in the absence of visible evidence of external damage or mishandling of an item or its packaging/ typically excluded from insurance coverage

MIP – Mortgage insurance premium

Net Sales Price – Sales price less any seller concessions, e.g., allowances, repair caps (termite and all other repairs), and home warranty, etc.

Seller's Incentive – Incentive offered to the transferring employee to sell his/her home to a qualified buyer; typically 3% of net selling price of home paid when certain conditions are met

Third Party Sale – Sale of home to an outside buyer (in this case, Cartus on behalf of ExxonMobil)