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STAFF ROTATION & TRANSFER POLICY

MOVIT PRODUCTS LIMITED

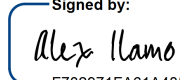
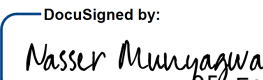
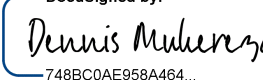
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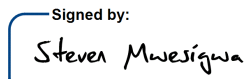

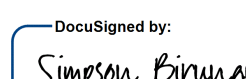
DIRECTORS: SIMPSON BIRUNGI. BRUCE MPAMIZO



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I. Approval signatures:


	Prepared By:	Reviewed By:	Reviewed By:
Designation:	Head of People & OD	Chief People & Culture Officer	Head of Compliance (Ag)
Signature:	 Signed by: Alex Ilamo F782971FA61A485... 05-Feb-2025	 DocuSigned by: Nasser Munyagwa A6FCAEF087EB418... 05-Feb-2025	 DocuSigned by: Dennis Muhereza 748BC0AE958A464... 06-Feb-2025
Name	Alex Ilamo	Nasser Munyagwa	Dennis Muhereza

	Approved By:	Approved By:	Approved By:
Designation:	Managing Director - Commercial	Executive Director	Executive Chairman
Signature:	 Signed by: Steven Mwesigwa 34455C6381614FB... 06-Feb-2025	 DocuSigned by: Bruce Mpamizo 6E5358845C8340... 06-Feb-2025	 DocuSigned by: Simpson Birungi DFFF2E8D644F476... 11-Feb-2025
Name	Steven Mwesigwa	Dr. Bruce Mpamizo	Simpson Birungi

II. Abbreviations acronyms and definitions.

CEO	Chief Executives Officer
HR	Human Capital
MPL	Movit Products Limited
P&C	People & Culture
Job Rotation:	The systematic movement of employees between different roles or functions within MPL to provide exposure and skill enhancement.
Transfer:	A permanent or temporary relocation of an employee to a different department or function, within the same vicinity or to a different location, either at the same level or to a higher or lower position, based on business needs or employee requests.




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1.0 POLICY STATEMENT

Through the Eagle Way, our culture and strategic goals, MPL is committed to creating a dynamic and learning-oriented work environment, thus enabling continuous growth and development of our employees for a sustainable and market share expanding business. One way to achieve this is through a robust Staff Transfer and Job Rotation Policy intended to provide opportunities for employees to expand their skills, gain diverse experience, and contribute effectively to the organization's overall success.

2.0 PURPOSE


The purpose of this policy is to establish a formalized procedure for job rotation and employee transfer within Movit Products Limited (MPL) to optimize workforce allocation, enhance skills development, and improve operational efficiency based on business needs. Specific benefits expected out of this policy include.

- Reduced job monotony among certain employees
- Improved skills diversification in the business
- Reduced tendencies and possibilities of fraud in sensitive areas of the business
- Improved employee learning and development
- Improved retention because of being challenged with new different responsibilities
- Improved succession planning for business continuity

3.0 OBJECTIVES

- 3.1 Build empowered high performing teams through fostering continuous learning, employee growth, and succession planning to ensure long-term organizational success.
- 3.2 Enhance skills development, job satisfaction, and workforce engagement through structured job rotations.
- 3.3 Foster multiskilling, employee growth, and retention by exposing staff to different functions and roles within MPL.
- 3.4 Support talent management and succession planning by offering development opportunities across departments.



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3.5 Create a transparent and equitable process for job rotation and employee transfers, contributing to overall employee retention and satisfaction.

4.0 SCOPE

4.1 This Policy applies to all MPL employees who have completed a minimum of 12 months in their current position unless otherwise approved by management. It covers the rotation of employees within all functions, as well as transfers between departments/locations or roles.

4.2 In exceptional cases, employees may be considered for early rotation or transfer based on urgent business needs, exceptional performance, or personal requests under circumstances such as health concerns or spousal relocation.

4.3 The policy also covers temporary cross-functional assignments to address critical skill gaps or business demands.

4.4 This Policy becomes effective on the date of formal approval by the Board. The policy supersedes any provisions of the manual on both the rotation and transfer of staff.

5.0 RESPONSIBILITY

5.1 People & Culture (P&C):

5.1.1 Ensure equitable implementation of the staff rotation and transfer policy in line with company objectives.

5.1.2 Collaborate with Functional Heads to identify potential candidates for rotation or transfer, ensuring alignment with skills requirements and business needs.


5.1.3 Monitor employee feedback post-rotation/transfer and use insights to improve the process for future rotations and transfers.

5.1.4 Handle disputes related to rotations/transfers, escalating cases where necessary and working with the CEO to resolve.

5.1.5 Ensure pre-deployment training courses are scheduled, done and the induction and onboarding process is followed.

5.1.6 Ensure compliance with the company's rewards and remuneration policies for transferred employees, as indicated in the manual.



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5.1.7 Support formalized training or mentoring programs to ease transitions.

5.2 Line Functions:

5.2.1 Identify talent within their teams suitable for rotation or transfer based on department and business needs, not personal preference.

5.2.2 Provide feedback on employee performance during and after rotation or transfer, ensuring continuous development.

5.2.3 Support the training or mentoring of employees being transferred to new roles, especially where job complexity increases.

5.2.4 Ensure operational continuity by coordinating with P&C for seamless transitions during transfers to avoid performance gaps.

5.3 Employees:

5.4 Accept rotations or transfers as directed by the company based on business needs and skill requirements.

5.5 Request consideration for rotation or transfer only in exceptional cases (e.g., health, family reasons), subject to final approval by Management.

6.0 JOB ROTATION PROCEDURE

6.1 Rotation will be initiated either by management or upon employee request.

6.2 A Functional Head/ employee requesting rotation shall complete a staff rotation form. The requesting Functional Head/ employee must ensure that the reasons for rotation are clearly stated and justifiable.


6.3 Employees eligible for rotation must have completed at least 12 months in their current role except in special circumstances as authorized by the CEO through CP&CO.

6.4 Where an employee is rotated before completion of the annual performance management cycle by at least two (2) months, the full year performance appraisal will be considered for both roles on a pro-rata basis.

6.5 If a rotation happens less than two (2) months at the start or end of the annual performance cycle, the ten (10) months in one role would be sufficient to constitute a full year performance appraisal.


6.6 Rotation will be within the same grade and in the same or similar job. Movements to a higher grade or to a new role must go through the set assessment process.



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- 6.7 Both the releasing and receiving Functional Heads/line managers must provide written approval before the rotation is effected.
- 6.8 An onboarding plan will be established to guide learning and performance expectations during the rotation period, with performance reviews at the midpoint and conclusion.
- 6.9 A mandatory rotation trigger period of 2 years is established for employees in Commercial (including Marketing) roles at positions below the Country Business Manager/Supervisor or Division Business Manager (for Uganda) and 3 years for non-commercial roles at the position below manager level.
- 6.10 For Country Business Manager/Supervisor or Division Business Manager (for Uganda) positions, the mandatory trigger for rotation shall be three years.
- 6.11 For Functional Heads and Heads of Departments across the business, the mandatory trigger for rotation shall be 4 years and for position at / equivalent to CEO/MD level, the mandatory trigger for rotation shall be 5 years.
- 6.12 For positions in such departments or sections deemed sensitive or for other reasonable factors as may be determined from time to time by Management, a mandatory rotation trigger shall be exceptionally logged by the Functional Head, reviewed by the Chief People & Culture Officer and approved by the CEO or his designate to ensure workforce agility and skill diversification.
- 6.13 A Post-Rotation Feedback Process will be implemented after each rotation. Both the employee and their Functional Head must provide feedback on the effectiveness of the rotation, including the skills gained, challenges faced, and any areas for improvement. This feedback will be documented and used to enhance the process for future rotations.
- 6.14 The effectiveness of job rotation process shall be measurable against KPIs such as **Rotation Completion Rate**, **post-rotation satisfaction score** against reasons and justifications stated, and **retention rate for rotated staff**.



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7.0 TRANSFER PROCEDURE

7.1 Transfer may be initiated for any of the following reasons:

- A position is created or left vacant.
- A re-organization of position and/or people for better efficiency or technological changes e.g., computerization or automation.
- An employee's expertise is needed in another department, section, or business unit.
- Career planning and development that's to offer development opportunities to staff through exposure to a different business environment.
- For reason(s) as and when the company deems fit and necessary (including but not limited to rotation policy provisions).


7.2 The Company shall have the responsibility to transfer its employees to another position and/or location within the company or to any other company within the Group as the exigencies and circumstances may require, and he/she shall be entitled to an allowance in accordance with the HR Manual.

7.3 Guiding principles in transferring staff,

The following guiding principles shall apply:

- 7.3.1 During the transfer period, the employee shall be governed by the terms and conditions of service including the policies and code of conduct of the business unit he or she serves.
- 7.3.2 All transfers shall be made in writing by the Chief People and Culture Officer or his designate or any responsible authority with express permission in consultation with the CEO.
- 7.3.3 Transfers shall apply to positions within the same or higher job grade, similar or different roles, same or different departments or Functions, within the same or different locations. Movement to a higher grade must go through the set internal promotion guidelines
- 7.3.4 In situations where a role, department or business unit has been closed or rationalized for one reason or another, the affected staff shall be redeployed, including transfer options subject to suitable vacancies and the individual having the right skills.



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7.3.5 The employee on a transfer may under reasonable circumstances appeal against a transfer under and the same shall be review by both the Functional Head and Chief People & Culture Officer in consultation with the CEO.

7.3.6 Management shall advise the employee on the possible available alternatives to the rejection of a transfer otherwise, the business is not obliged to retain a member of staff who has declined the transfer.

7.4 **Criteria for Selection of who should be transferred shall be based on:**

7.4.1 Employee's ability to perform a role in the new location. The assessment will be based on qualifications, experience, performance records and/or the decision of a Disciplinary hearing.

7.4.2 Length of stay in one role, Staff who have been in one location for long periods will be the first to be considered for a transfer.

7.4.3 Any employee whose performance is below expected level, in the most recent previous period, will not be transferred until there is an improvement in performance unless the transfer is a outcome of such reasonable circumstances as maybe interpreted by management that may include but not limited to;

- Disciplinary management
- Performance management
- Conflict of interest
- Health / medical


7.4.4 Staff who are nearing their retirement and have less than one year to retire will not be transferred unless the member of staff requests such a transfer and approved by management.

7.5 **Procedure**

7.5.1 A Functional Head wishing to transfer an employee, for business reasons, within the same business unit will complete a staff transfer request form and have this signed by their Functional Head. The line Functional Head must ensure that the reasons for transfer and selection criteria is as stated above.

7.5.2 The Functional Head initiating the transfer must ensure that the Functional Head of the unit/ department where the staff member is currently located is fully aware of the plans to transfer the staff.



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- 7.5.3 P&C will confirm that the transfer is within the policy framework and will then issue a letter of transfer.
- 7.5.4 The staff member will be given at least fourteen (14) days to allow for proper handovers and the staff to move to the new location, except in emergency situations where the staff will be given at least three (3) days.
- 7.5.5 In exceptional and reasonable circumstances where the employee may have genuine reasons why the transfer may not be effected at a given time; the employee must provide the reasons in writing. The Functional head should make recommendations and forward them to P&C for consideration. The Function Head will take a decision and inform P&C. P&C will communicate to the employee on the decision taken.


7.6 **Transfer on Personal Request**

- 7.6.1 A staff member wishing to be transferred shall identify the advertised vacant position in the.
- 7.6.2 Consideration for this will be on a first come first served basis except in exceptional cases subject to availability of a suitable vacancy.
- 7.6.3 If there is no vacancy within 3 months P&C will advise the staff Member. The request will be valid for 6 months after which the staff must reapply if they still wish to be transferred.
- 7.6.4 Where two staff from different units, on the same job and on the same grade, request to be cross transferred, they will both complete the transfer request form. P&C will discuss the request with the respective Functional Heads and if in agreement the transfer will be carried out.

7.7 **Transfer Terms**

- 7.7.1 Transfers can be either temporary (Up to 6 months) or long term (more than 6 months) based on business needs.
- 7.7.2 On permanent transfer, an employee (non-commercial) is entitled to a reasonable cost of transport for themselves, their family, household items as may be applicable.
- 7.7.3 In the case of emergency transfer, the said employee above is entitled to reside with their immediate family in a reasonable hotel at the company's expenses for a period not exceeding 2 weeks in the event that the accommodation at their new station is not available for immediate occupation.
- 7.7.4 Employees may request a transfer based on career interests or personal circumstances, subject to management approval.



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7.7.5 Transfers involving promotion will follow the internal recruitment process.

7.7.6 Employees are expected to maintain satisfactory performance during the transition, and performance will be assessed during the new assignment.

7.7.7 P&C will ensure that transfers are conducted in a transparent and fair manner, and that any business continuity risks are mitigated

7.7.8 Transfers to more complex roles or departments, particularly those of higher-grade levels, will include formalized training or mentoring to ensure a smooth transition. This training will cover role-specific skills, expectations, and performance objectives to facilitate employee success.

7.8 A Post-Transfer Feedback Process will be initiated for both temporary and permanent transfers(after a year), with input from both the employee and their line Functional Heads. This feedback will assess the effectiveness of the transfer, alignment with business goals, and areas for improvement.

7.9 DISPUTE RESOLUTION

7.9.1 Employees who believe that rotation or transfer decisions are unfair may raise a formal grievance to the Chief People & Culture Officer through their respective People Business Partners.

8.0 DEVIATION

8.1 Any deviations from this policy must be approved by the CEO

9.0 NON-COMPLIANCE


9.1 Failure to comply with the provisions of this policy may result in disciplinary action, in accordance with MPL's Disciplinary Code and Procedures.

10.0 REFERENCE(S)

10.1 Refer to local labor laws and regulations for legal compliance.

10.2 Refer to the HR Manual for detailed policies and procedures related to employee management.



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11.0 ANNEXURE(S)

- 11.1 Annexure A: Job Rotation/Transfer Request Form
- 11.2 Annexure B: Personal Development Plan Template

12.0 REVISION CARD

Sr. No	Effective Date	Revision Date	Reasons for Revision	Details of Revision
1	01/02/2025	31/12/2026	N/A	NEW POLICY

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