

## Internal Transfer Policy

### POLICY

#### Purpose

RealPage is committed to supporting our teammates in achieving their professional career growth through internal promotions and cross business opportunities, in a fair and transparent manner. In filling any vacancy, RealPage will prioritize qualified internal applications wherever possible.

#### Scope

This covers all RealPage teammates who are looking to transfer to another business group within RealPage or within their own organization. This does not apply for roles that are considered natural progression promotions, as those would be handled through a non-requisition related COS.

#### Eligibility

Teammates are eligible to apply for internal job postings with the following minimum requirements:

- Should meet the minimum qualifications of the position as posted in the job description.
- Should have at least 12 months of continuous service in their current position. RealPage's normal standard is 12 months, however there may be business reasons why discretion may be applied.
- The employee's performance should be at least a "3" or "Meets Expectations" during the last 12 months of the employee's tenure in the Company
- Should not be on a Performance Improvement Plan (PIP), Corrective Action Plan or any other disciplinary action.
- No outstanding or concurrent application for another position during application
- Employees may apply for jobs which are of equivalent or higher than their current grade / job level.

#### Disqualifiers

- An employee with any instance(s) of misconduct or indiscipline for which oral / written warnings or ongoing Corrective Action have been initiated against the employee is automatically disqualified from applying for any internal job openings in the Company until the corresponding prescriptive period has been fully served / completed.
- For cases of Corrective Action due to attendance, the slide back arrangement on the disciplinary action (Final Warning, Written Warning, Verbal Warning) shall be observed where for a period of 1 to 6 months (depending on the level sanctioned), an employee may not apply for any internal job opening until such time that the corrective action has been fully served.
- Employees subjected to a Performance Improvement Plan (PIP) may only apply 3 months after the PIP target/s have been successfully completed and passed.

#### Process

Hiring managers shouldn't "solicit" teammates for open positions and teammates must follow the proper internal posting / application procedures.

In order for an employee to be considered for another internal role within RealPage, they must apply through the [Internal Job Portal](#).

1. Teammate submits their application to the position via the internal job portal
2. Talent Acquisition will screen the teammate to determine eligibility and interest and explain the

Internal Application Approval process.

3. Once approved, the recruiter will submit the application to the hiring manager
4. Any potentially qualified teammate who applies to the role, should be provided the opportunity to Interview.
5. It is the teammate's responsibility to inform their current manager of their application

The recommended transition period current role to new role is up to a maximum of one (1) month. The transition period is determined and agreed upon by the current manager and new hiring manager and any exceptions need to be agreed by both managers.

### Internal Transfer Eligibility & Offer Approvals.

1. TA Team will review received applications and share with C&B team to validate the eligibility criteria.
2. Upon confirmation from C&B, TA team will initiate the interview process.
3. Upon candidate selection, TA team will work with the Respective HM ( hiring Manager) for consent on the transition plan .
4. TA will provide selected candidate details to C&B person for comp recommendation.
5. C&B will seek approval from India Head HR and share with TA team.
6. Post approval from Head HR, TA team shall place the approval in EMC.
7. After EMC approval, C&B team will initiate the COS
  - COS Approval workflow
    - Rekha – 1st Level approval
    - Ranga – 2nd Level approval
    - Kranthi/Adam – 3rd Level approval
    - Respective recruiter – 4th level approval
8. Post COS approval, C&B team shall prepare the letters and share with respective recruiter,
9. Respective recruiter will share letter with candidate marking HRBP/C&B and close the loop with candidate and hiring manager.
10. All internal employees moving through a req related COS will receive an Internal Transfer offer letter.

### TYPES OF EMPLOYEE MOVEMENT

As a result of the completed internal hiring process, a successfully selected employee shall be subjected to either one of the following movements:

- **PROMOTION** – occurs when an employee advances to a position that is classified at a higher job grade or, in certain circumstances, an acknowledgement of significant greater responsibilities within the same grade.

A salary increase is typically appropriate at the time of the promotion, based upon an evaluation of relevant experience, performance, relative position in the new salary range, internal equity, and external competitiveness.

- **LATERAL TRANSFER** - occurs when an employee moves to a position with no change in job grade. Salary changes may or may not be warranted in the case of a transfer.

**Exceptions**

Any exceptions on internal transfer eligibility or internal offer approval will need to be approved by the VP HR, CostCenter owner and SVP (both current and receiving).