

PROMOTION AND TRANSFER GUIDELINES

Summit Digital Solutions, Inc.

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1. PURPOSE AND SCOPE

1. These Promotion and Transfer Guidelines ("Guidelines") establish the standard procedures and criteria governing internal promotions and transfers within Summit Digital Solutions, Inc. (the "Company"). These Guidelines apply to all full-time and part-time employees across all divisions and locations.

2. Nothing in these Guidelines creates a contractual right to promotion or transfer. The Company maintains sole discretion in all promotion and transfer decisions in accordance with business needs and applicable laws.

2. DEFINITIONS

1. "Promotion" means advancement to a position with increased responsibilities, scope, and typically higher compensation grade.

2. "Lateral Transfer" means movement to a position at the same level but in a different department, team, or geographic location.

3. "Hiring Manager" means the manager responsible for the position to which an employee seeks promotion or transfer.

4. "Current Manager" means the employee's existing direct supervisor.

3. ELIGIBILITY REQUIREMENTS

1. To be eligible for promotion or transfer, employees must:

- a) Have completed at least twelve (12) months in their current position;
- b) Maintain satisfactory performance ratings for the previous two review cycles;
- c) Have no active disciplinary actions within the past six (6) months;
- d) Meet the minimum qualifications for the new position.

2. The twelve-month service requirement may be waived with written approval from the Department Head and Human Resources.

4. PROMOTION CRITERIA

1. Promotions shall be based on:

- a) Demonstrated performance and capability;
- b) Technical and leadership competencies;
- c) Business needs and organizational structure;
- d) Professional certifications and educational qualifications;
- e) Project delivery track record;
- f) Client satisfaction metrics.

2. For technical track promotions, candidates must demonstrate:

- a) Advanced proficiency in relevant technology platforms;
- b) Successful completion of required technical certifications;
- c) Project leadership experience commensurate with the level.

3. For management track promotions, candidates must demonstrate:

- a) Team leadership capabilities;
- b) Strategic planning and execution skills;
- c) Business development contributions;
- d) Budget management experience.

5. TRANSFER PROCEDURES

1. Internal Transfer Process:

- a) Employee must submit transfer request through the Company HRIS;
- b) Current manager must be notified before formal application;
- c) Interview with hiring manager required;
- d) Skills assessment may be required for technical positions.

2. Geographic Transfers:

- a) Minimum commitment of two years in new location required;
- b) Relocation assistance per Company policy;

- c) Immigration/visa requirements must be met if applicable.

6. COMPENSATION ADJUSTMENTS

1. Promotions typically include:
 - a) Base salary increase of 10-20%;
 - b) Adjusted bonus target;
 - c) Review of equity compensation;
 - d) Updated benefits eligibility.
2. Lateral transfers maintain current compensation unless:
 - a) Geographic location differential applies;
 - b) Role involves significant skill expansion;
 - c) Market conditions warrant adjustment.

7. TRANSITION PERIOD

1. Standard transition periods:
 - a) Two weeks for lateral transfers;
 - b) Four weeks for promotions;
 - c) Extended transitions require management approval.
2. Knowledge transfer requirements:
 - a) Documentation of current responsibilities;
 - b) Training of replacement if applicable;
 - c) Project handover plans.

8. APPEALS PROCESS

1. Employees may appeal promotion/transfer decisions through:
 - a) Written submission to HR within five business days;
 - b) Review by independent management committee;
 - c) Final determination within fifteen business days.

9. POLICY ADMINISTRATION

1. Human Resources maintains and updates these Guidelines.

2. Exceptions require approval from:

a) Department Head

b) Human Resources Director

c) Chief Operating Officer for VP-level and above

10. DISCLAIMER

These Guidelines are subject to change at the Company's discretion. Nothing herein creates an employment contract or alters the at-will employment relationship. The Company reserves the right to modify, suspend, or terminate these Guidelines at any time without prior notice.

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Approved by: Sarah Blackwell, Chief Operating Officer

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