

# **Employee Transfer and Internal Mobility Guidelines**

## **Nexus Intelligent Systems, Inc.**

### **1. Purpose and Scope**

1 These Employee Transfer and Internal Mobility Guidelines (the "Guidelines") establish the comprehensive framework for internal employee movement within Nexus Intelligent Systems, Inc. (the "Company") to facilitate professional development, optimize organizational talent allocation, and support strategic workforce management.

2 These Guidelines apply to all full-time and part-time employees across all departments and organizational levels, excluding temporary and contract personnel.

### **2. Definitions**

1 "Internal Transfer" shall mean the permanent relocation of an employee from one organizational unit, department, or functional role to another within the Company.

2 "Lateral Move" refers to a transfer between roles of equivalent organizational level and compensation band.

3 "Promotional Transfer" indicates a transfer resulting in increased organizational responsibility and compensation.

4 "Mobility Program" represents the Company's structured approach to facilitating employee career progression and organizational talent development.

### **3. Transfer Eligibility Criteria**

1 Employees shall be eligible for internal transfer consideration after:

- a) Completing a minimum of twelve (12) consecutive months in their current role
- b) Maintaining a performance rating of "Meets Expectations" or higher
- c) Possessing requisite skills and qualifications for the target position
- d) Receiving current manager's preliminary approval

2 Transfers are contingent upon:

- a) Organizational need
- b) Candidate's demonstrated competencies

- c) Alignment with strategic workforce planning objectives
- d) Available budgetary resources

#### **4. Transfer Process**

##### **1 Internal Transfer Procedure**

- a) Employee submits formal transfer request through the Company's internal talent management system
- b) Human Resources conducts initial qualification screening
- c) Current and prospective department managers review candidate qualifications
- d) Comprehensive skills assessment and interview process
- e) Final approval by Human Resources and respective departmental leadership

##### **2 Transfer Notification and Timing**

- a) Successful transfer candidates shall receive written notification within fifteen (15) business days of final decision
- b) Standard transfer implementation timeline is thirty (30) to forty-five (45) days from approval date
- c) Exceptions may be granted with mutual departmental agreement

#### **5. Compensation and Benefits Considerations**

##### **1 Lateral Transfers**

- a) Compensation shall remain consistent with current salary band
- b) No automatic salary adjustment
- c) Potential for prorated performance bonus based on individual contribution

##### **2 Promotional Transfers**

- a) Salary adjustment aligned with new role's compensation structure
- b) Potential eligibility for revised bonus and equity compensation
- c) Comprehensive review of total compensation package

#### **6. Performance and Development Expectations**

##### **1 Transferred employees shall:**

- a) Complete mandatory onboarding for new role
- b) Participate in required training programs

- c) Maintain performance standards within new organizational context
- d) Engage in continuous professional development

2 Managers shall:

- a) Provide clear performance expectations
- b) Facilitate necessary training and integration support
- c) Conduct comprehensive 90-day performance review

## **7. Limitations and Restrictions**

- 1 The Company reserves absolute discretion in approving or denying transfer requests.
- 2 Employees may not request transfer more than twice within a twelve-month period.
- 3 Transfers are subject to business needs and organizational constraints.

## **8. Compliance and Governance**

- 1 These Guidelines shall be reviewed annually by the Human Resources and Executive Leadership teams.
- 2 All transfers must comply with applicable employment laws and Company policies.

## **9. Disclaimer**

- 1 These Guidelines do not constitute an employment contract and are subject to modification at the Company's sole discretion.

## **10. Execution**

Approved and Implemented: January 22, 2024

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Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.