

# Global Internal Career Mobility Policy

Oracle supports and fosters employee development through internal movement between jobs.

## Time in Role

Employees and managers should have ongoing career conversations to establish a career plan that addresses transfer eligibility, establishing a trusted relationship for the employee to explore internal opportunities.

In general, employees in good standing are welcome to explore and apply for new opportunities within Oracle after 12 months in a role. Exceptions may exist; for example, sometimes the initial training investment or project schedule may warrant a longer commitment to certain roles. Contact your manager or HR representative if you have questions about transfer eligibility.

A manager should not impede an eligible employee's opportunity to transfer into a new role. Managers may waive the 12-month period for an employee if another role would be a better fit for the employee's long-term career development within Oracle.

## Manager Notification

Ideally, an employee should talk with his or her manager about exploring internal opportunities during ongoing career conversations. Employees should notify their current manager about an internal opportunity before they can receive an offer.

A hiring manager should conduct due diligence with their HR Manager to validate an internal candidate's standing and eligibility for transfer but should wait to talk with the candidate's current manager until the candidate has talked with them about the opportunity. Once that conversation occurs, which can happen anytime before the offer process, the hiring manager should further validate the candidate's good standing and discuss details around the potential transition with the candidate's current manager.

## Compensation and Career Level

A hiring manager should review an internal transfer candidate's compensation as it relates to the new role and team. The hiring manager should work with his or her HR Manager to determine the appropriate compensation, which may be an increase, decrease, or no change, based upon factors such as:

- the salary range for the new position
- the location of the new position

- the level of experience, knowledge, and education (if applicable) that the candidate brings to the new role
- the required skills and responsibilities of the new role
- changes to the candidate's incentive plan (ex: corporate bonus, sales commissions, consulting delivery, etc.) based on the old and new roles
- internal pay equity as it relates to compensation of peers/others doing similar work
- whether the candidate is ready to advance in career level

Any proposed compensation adjustment must be approved by applicable levels of management. Prior to submitting a transfer offer for approval, hiring managers should:

1. Contact their HR Manager to confirm the justification for any proposed compensation adjustments, including international transfer situations
2. Review the compensation justification with their immediate manager
3. Provide detailed justification for any compensation adjustment and relocation assistance (if applicable) within the offer system

## Transition Period

After an offer is accepted, a transferring employee should be moved to the new role quickly, generally based upon the employee's career level and the appropriate local expectations for notice of a job change (e.g., two weeks' notice in the U.S., four weeks' notice in many parts of Asia and Europe, etc.).

The releasing manager and hiring manager may agree to exceptions to this timeline to minimize any potential disruptions to the business. Examples:

- Employees who are wrapping up a project cycle or who are in a managerial role may need slightly longer transition periods
- Employees in sales may need to wait until the first day of a new quarter instead of transferring in the last month of a quarter if the transfer could result in disruptions to customers and the business

All transitions should be completed within 30 days whenever possible. If there is difficulty agreeing upon a reasonable transfer date, escalate the concern through your management chain or contact your HR Manager for mediation and guidance on transfer timing. Employees should not start performing work in their new role until there has been an official transfer in the system.