

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSONNEL\NAVITAS	

Employee Transfer

It is the policy of the Company to encourage promotions from within and offer qualified Employees the opportunity for advancement. Therefore, any eligible Employees interested in a transfer of position, may view the 'Internal Job Posting' for all non-exempt and exempt job openings.

Transfer Eligibility

Any Employee who has completed at least one (1) year of active service with the Company and has been in their current assignment for at least six (6) months and is performing in a satisfactory manner meets the preliminary qualifications. Employees who have been subject to recent (within the last 12 months) corrective action by the Company may not bid on posted jobs or request a transfer without the specific approval from their supervisor and the Personnel Department. While it is the intent of the policy to accommodate individual requests where appropriate, that may not always be possible due to business and operational considerations.

Employees desiring consideration should complete a 'Transfer Request Form' and return it to the Personnel Department.

Record of Revisions

Revision #	Revision Date	Description