Alpha Unlimited Inc.

Comprehensive Talent Acquisition, Employment, and Development Policy

Document ID: ACU-HR-POL-002

Version: 4.0

Effective Date: September 1, 2025

Issuing Department: Human Resources & Organizational Development

Approved by: _____ (CEO/General Manager)

Foreword: Our Beliefs & Guiding Principles

At Alpha Unlimited Inc. (hereinafter referred to as "the Company"), we hold a profound conviction that our most exceptional asset is our people. Our mission is not merely to build disruptive products and services but to cultivate an environment where top talent can flourish, push boundaries, and achieve their full potential. This policy serves to articulate the principles and practices by which we attract, develop, and retain the best talent in the industry, ensuring that every partner who joins Alpha can achieve the extraordinary with us. We are not just seeking "employees"; we are seeking **"builders"** and **"pioneers"** who are prepared to shape the future and redefine what's possible.

This document is a living testament to our commitment to a systematic, fair, and innovative approach to talent. It reflects our belief that an organization's success is inextricably linked to the quality, development, and well-being of its people.

Table of Contents

Part I: General Provisions & Talent Philosophy

Chapter 1: Foundational Principles

Article 1: Purpose and Vision

To realize the Company's mission of "bringing positive change to the world through technology and innovation," this policy aims to establish a systematic, forward-looking, and equitable talent management framework. Our vision is to build an organization composed of top-tier talent who are highly autonomous, relentlessly curious, and deeply committed to

creating long-term value. This policy is not merely a set of operational procedures but a tangible manifestation of our talent philosophy, guiding every decision related to our people from their first interaction with our brand to their long-term growth and potential separation. It is designed to ensure a consistent and positive experience for all partners.

Article 2: Scope of Application

This policy applies universally to all full-time, part-time, and contract employees of the Company across all global locations and business units. The engagement and management of interns, consultants, and other non-traditional workers shall be governed by their individual contracts, with this policy serving as a guiding framework and a testament to our core principles. All third-party recruitment agencies and vendors are also required to adhere to the principles outlined herein, particularly concerning non-discrimination and confidentiality.

Article 3: Roles and Responsibilities

- **Human Resources & Organizational Development (HR & OD):** As the strategic partner and steward of this policy, HR & OD is responsible for:
    - Formulating, interpreting, and periodically updating this policy and all related procedures in response to business needs and legal changes.
    - Designing, implementing, and executing globally consistent processes for talent acquisition, selection, onboarding, and separation.
    - Providing continuous training and enablement to hiring managers and interviewers to ensure effective, fair, and unbiased talent management practices.
    - Proactively managing the Company's employer brand, cultivating robust talent pipelines, and overseeing all recruitment systems and data analytics.
    - Ensuring that all talent management practices strictly comply with local and international labor laws and uphold the principles of Diversity, Equity, and Inclusion (DEI).
- **Hiring Manager:** As the frontline leader responsible for talent decisions, the hiring manager is entrusted with:
    - Precisely defining the job requirements, core competencies, and the ideal profile for success in collaboration with HR.
    - Actively participating in interviews, providing structured, objective evaluation feedback, and driving the hiring process to completion.
    - Assuming primary responsibility for the successful integration, performance development, and long-term retention of new hires.
    - Embodying and actively practicing the Company's talent philosophy and leadership principles.
- **Hiring Committee:** Composed of a rotating group of senior, cross-functional members, this committee serves as an independent review body to elevate hiring quality and consistency. Its responsibilities include:
    - Conducting a comprehensive and objective review of the evaluation data for all final-round candidates.
    - Ensuring that all hiring decisions align with the Company's long-term talent standards and strategic needs, not just immediate departmental requirements.

- ○ Acting as a final check to mitigate potential biases and ensure process fidelity.

Article 4: Key Definitions

- **Talent Acquisition:** The complete, end-to-end process from strategic talent sourcing and attraction to selection, offering, and the initial stages of onboarding.
- **Leadership Principles:** The fundamental values and behavioral standards that define our culture and are used as a basis for evaluating all employees, including prospective candidates.
- **Hiring Committee:** An independent, decision-making group designed to ensure the objectivity, rigor, and consistency of our hiring standards.
- **Performance Improvement Plan (PIP):** A structured, time-bound, and goal-oriented coaching framework for employees whose performance has consistently fallen below expectations.
- **Bar Raiser:** A specially trained interviewer from a separate team whose role is to ensure that a candidate meets or exceeds the Company's long-term hiring standards, thereby "raising the bar" with every new hire.

Chapter 2: Alpha Talent Philosophy

Article 5: Core Talent View: The Pursuit of Excellence, Ownership, and Entrepreneurial Spirit

We are unyielding in our commitment to hiring the most brilliant and promising talent and empowering them to solve the world's most difficult problems. We firmly believe that truly exceptional people are motivated to work alongside other exceptional people. Therefore, we will never compromise on our hiring standards. We seek individuals with a profound "Ownership" spirit—those who treat the Company's success as their own, proactively identify and solve problems, and relentlessly drive execution without needing to be told. We also look for an "Entrepreneurial Spirit," characterized by a willingness to take calculated risks, innovate within their roles, and be resourceful with limited resources.

Article 6: Alpha's Leadership Principles and Behavioral Competencies

All partners at Alpha, regardless of their position or level, are expected to be leaders. We use the following Leadership Principles to guide our daily actions and decisions, and we meticulously integrate them into our entire interview and performance management process. Each principle is tied to specific, measurable behavioral competencies:

- **Customer Obsession:** Leaders start with the customer and work backward. They passionately earn and keep customer trust.
- **Ownership:** Leaders are owners. They think long-term and don't sacrifice long-term value for short-term gains. They act on behalf of the entire company, beyond just their own team.
- **Invent and Simplify:** Leaders expect and require innovation and invention from their teams. They are always finding ways to simplify complex processes and products.
- **Are Right, A Lot:** Leaders are right a lot. They have strong judgment and good instincts. They seek diverse perspectives and are willing to re-evaluate their positions in the face of new information.

- **Learn and Be Curious:** Leaders are never done learning and always seek to improve themselves. They are curious about new possibilities and actively explore them.
- **Hire and Develop the Best:** Leaders raise the performance bar with every hire and promotion. They recognize exceptional talent, are willing to move people to new roles, and coach others.
- **Insist on the Highest Standards:** Leaders have relentlessly high standards—many may think these standards are unreasonably high. They are constantly driving their teams to deliver high-quality products and services.
- **Think Big:** Thinking small is a self-fulfilling prophecy. Leaders create and communicate a bold direction that inspires results. They look around corners for potential opportunities and threats.
- **Bias for Action:** Speed matters in business. Many decisions and actions are reversible and do not need extensive study. We value calculated risk-taking.
- **Frugality:** Accomplish more with less. Constraints breed resourcefulness, self-sufficiency, and invention.
- **Earn Trust:** Leaders listen attentively, speak candidly, and treat others respectfully. They are self-aware and honest about their own strengths and weaknesses.
- **Dive Deep:** Leaders operate at all levels, stay connected to the details, and audit frequently. They are skeptical when metrics and anecdote differ.
- **Have Backbone; Disagree and Commit:** Leaders are obligated to respectfully challenge decisions when they disagree, even when doing so is uncomfortable or exhausting. Once a decision is determined, they commit wholly.
- **Deliver Results:** Leaders focus on the key inputs for their business and deliver them with the right quality and in a timely fashion. They rise to the occasion, regardless of the circumstances.

Article 7: Commitment to Diversity, Equity, Inclusion, and Belonging (DEIB)

We firmly believe that a diversity of backgrounds, perspectives, and experiences is the most potent catalyst for innovation and problem-solving. The Company is deeply committed to:

- **Equitable Hiring:** Proactively eliminating both conscious and unconscious bias at every stage of the recruitment process to ensure all candidates have a fair and equal opportunity. We will actively expand our talent pipelines to reach underrepresented groups and use blind resume screening where feasible.
- **Inclusive Development:** Providing fair and transparent promotion and development opportunities for all employees. We will invest resources to support the professional growth of individuals from underrepresented backgrounds and provide mentorship and sponsorship opportunities.
- **Empowering Culture of Belonging:** Fostering an inclusive and psychologically safe work environment where every individual feels respected, has a profound sense of belonging, and can voice their opinions and ideas without fear of judgment. We will actively measure and report on our DEIB metrics to hold ourselves accountable.

Article 8: Code of Professional Ethics, Confidentiality, and Data Privacy

All personnel involved in the hiring process, from interviewers to hiring managers and HR staff, must adhere to the highest ethical standards, including:

- Strictly maintaining the confidentiality of all candidate information and interview content. This information should only be discussed with those directly involved in the hiring decision and must be stored securely.
- Avoiding any and all forms of conflict of interest, personal bias, or preferential treatment. All relationships with a candidate must be disclosed to the hiring team.
- Treating every single candidate with the utmost professionalism, respect, and dignity, regardless of the hiring outcome. We are committed to providing a positive candidate experience, even for those who are not selected.
- Adhering to all data privacy regulations (e.g., GDPR, CCPA) related to the collection, storage, and processing of candidate information. Candidates will be informed of their rights and how their data is being used.

Part II: Strategic Talent Acquisition & Execution

Chapter 3: Strategic Workforce Planning & Job Requisition

Article 9: Long-Term Workforce Planning and Strategic Gap Analysis

Annually and quarterly, each business unit, in close collaboration with the HR department, will conduct a thorough review of business objectives, organizational structure, and future market trends. This process is designed to create a forward-looking workforce plan, ensuring that our talent supply is strategically aligned with and capable of supporting our long-term business growth. This includes not only identifying future skills gaps and building talent pipelines accordingly but also proactively identifying roles that may become obsolete due to automation or new technology.

Article 10: The Job Requisition, Calibration, and Approval Process

- **Submit Requisition:** The hiring manager must submit a comprehensive "Headcount Requisition Form" within the internal recruitment system. This form must include:
  - The precise job title, level, and location.
  - A detailed mission, core responsibilities, and expected outcomes of the role (the "why" behind the hire).
  - Both basic (must-have) and preferred (nice-to-have) qualifications, with an explanation for each.
  - A clear list of the applicable Alpha Leadership Principles that will be assessed for the role, along with proposed interview questions.
- **Job Description Calibration:** The HR department will partner with the hiring manager to calibrate the job description, ensuring it is clear, compelling, and free of any biased or discriminatory language. The description should accurately reflect the role's scope, career path, and the opportunity for growth.
- **Approval Process:** The requisition must undergo a formal, multi-layered approval process involving the direct supervisor, department head, and the finance department to ensure alignment with budget, organizational structure, and overall headcount strategy.

Chapter 4: Multi-Channel Talent Sourcing & Attraction

Article 11: Comprehensive, Data-Driven Sourcing Strategy

The HR department will execute a holistic, multi-channel strategy to build a robust and diverse talent pipeline. This includes:

- **Proactive Sourcing:** Actively identifying and reaching out to potential passive candidates on professional platforms (e.g., LinkedIn, GitHub, Stack Overflow) and through industry networks. We will use data analytics to identify underrepresented talent pools and focus our efforts there.
- **University Relations:** Establishing deep, mutually beneficial partnerships with top universities globally through tech talks, workshops, hackathons, and career fairs. We will prioritize schools with strong diversity pipelines.
- **Professional Communities:** Sponsoring and actively participating in industry conferences, open-source projects, and technical community events to build brand awareness and connect with talent.
- **Digital Platforms:** Distributing job openings across our company's career page, professional job boards, and targeted social media campaigns. We will also leverage AI-powered matching tools to increase the efficiency of our sourcing efforts.

Article 12: The Alpha Employee Referral Program

We highly encourage and reward employees for referring outstanding talent to join us. The program is designed as follows:

- **Referral Process:** Employees can submit a referral's resume and a written recommendation through a dedicated internal system. A strong referral includes a justification of why the candidate is a good fit for the role and for Alpha's culture.
- **Reward Mechanism:** A tiered referral bonus will be awarded to the referrer after the referred candidate is successfully hired and passes their probationary period. Additional, higher-value bonuses are available for hard-to-fill or senior-level roles.
- **Priority Processing:** Referred candidates will receive priority screening and processing, and the referring employee will be kept informed of the candidate's progress.

Article 13: Employer Branding, Talent Community Engagement, and Digital Storytelling

We believe the most effective recruitment strategy is to become a place where top talent worldwide aspires to work. The HR and Marketing departments will collaborate to:

- **Content Creation:** Share compelling stories and values through technical blogs, engineer interviews, company culture videos, and case studies that highlight the unique challenges and opportunities at Alpha.
- **Community Management:** Proactively manage a talent community, regularly sharing industry insights, company news, and career development resources with potential candidates to build long-term relationships.
- **Digital Storytelling:** Leverage social media platforms to showcase our diverse teams, our work-life balance, and the impact our products have on the world, creating an authentic and transparent view of our company culture.

Chapter 5: Holistic Selection & Interview Framework

Article 14: Overview of the Selection Process and Candidate Experience

A typical selection process for a candidate includes the following stages, which may be adjusted based on the specific requirements of the role. Our goal is to make this process as transparent and respectful as possible for all candidates:

- Resume Screening and Initial Assessment
- HR Phone Screen
- Hiring Manager Screen
- On-site / Virtual Loop Interview (consisting of multiple interviews)
- Hiring Committee Review
- Final Approval and Offer
- Background Check

Article 15: Rigorous Resume Screening and Initial Assessment

- **Criteria:** Screening is based on the basic qualifications outlined in the job description, with a strong emphasis on quantifiable achievements, demonstrated impact, and career progression in the candidate's past experience. We will use a skills-based approach, prioritizing a candidate's abilities over their pedigree.
- **Initial Screen:** An HR recruiter will conduct a 15-30 minute phone or video screen to assess the candidate's core motivation, communication skills, and their foundational understanding of the Company's mission and values.

Article 16: Structured Interview Methodology and Bias Mitigation

To mitigate bias and enhance the reliability and validity of our assessments, the Company mandates the use of structured interviews.

- **Standardized Questions:** Candidates for the same position will be asked a consistent set of standardized questions related to core competencies and leadership principles.
- **Scoring Rubric:** A clear, objective scoring guide (e.g., a 1-5 scale with detailed behavioral descriptions) will be established for each question and competency.
- **STAR Method:** All interviewers will be rigorously trained to use the STAR method (Situation, Task, Action, Result) to elicit specific, detailed examples of a candidate's past experiences and behaviors. We will also actively discourage "guesstimate" questions and focus on past performance as the best predictor of future success.

Article 17: Clearly Defined Interview Roles and Responsibilities

- **Hiring Manager:** Responsible for assessing the candidate's professional skills, team fit, and their ability to succeed in the day-to-day responsibilities of the role.
- **Interviewer:** Each interviewer will be assigned one or two core competencies to assess in depth. For example, one interviewer may focus on technical depth, while another focuses exclusively on a specific Leadership Principle.
- **Bar Raiser:** A specially trained, senior interviewer from an unrelated team. Their role is to provide an objective, independent assessment of whether a candidate meets or exceeds the company's talent bar. The Bar Raiser holds veto power over the hiring

decision and is responsible for ensuring the long-term integrity of our hiring standards.

Article 18: Professional and Technical Skills Assessment

- **Technical Roles:** Assessments typically include online coding tests, in-person whiteboard coding sessions, system design exercises, or architecture design discussions. The focus is on evaluating the candidate's problem-solving approach, code quality, and foundational knowledge, not just rote memorization.
- **Non-Technical Roles:** Assessments may include comprehensive case studies, presentations, portfolio reviews, or role-playing exercises to assess professional knowledge and practical application skills in real-world scenarios.

Article 19: Behavioral and Situational Interviews

This crucial part of the process is designed to assess whether the candidate demonstrates the behaviors outlined in Alpha's Leadership Principles. Interviewers will ask questions such as:

- **Behavioral Question:** "Tell me about a time when you had to insist on the highest standards, even when others disagreed. What was the situation, what was your specific task, what action did you take, and what was the result?"
- **Situational Question:** "You discover that a critical project is significantly behind schedule, but your manager is unaware. What steps would you take, and who would you communicate with?" We want to understand their thought process and problem-solving approach.

Article 20: Values and Culture Contribution Assessment

We are not looking for "culture fit" in the traditional sense, but for "culture add." We evaluate whether a candidate's personal and professional values align with our core principles and whether they can bring new, positive perspectives and elements that enrich our existing culture. This is done through a specific interview and a holistic review of all interview feedback.

Chapter 6: Final Evaluation, Decision, and Offer

Article 21: Timely, Objective, and Actionable Interview Feedback

- **Timely Submission:** All interviewers are required to submit detailed, objective, and fact-based written feedback within the recruitment system within 24 hours of the interview. This ensures that the information is fresh and the process can move forward quickly.
- **Feedback Content:** Feedback must include specific observations of the candidate's performance, a score based on the scoring rubric, and a clear "hire" or "no hire" recommendation with justification. Biased or discriminatory comments are strictly prohibited and will result in corrective action.

Article 22: The Hiring Committee Review, Consensus, and Quality Bar

- **Debrief Meeting:** After all interviews are completed, the hiring manager will lead a debrief meeting with all interviewers and the Bar Raiser. The Bar Raiser's presence is mandatory for this meeting.
- **Decision-Making Process:** The meeting's primary objective is to engage in a thorough, fact-based discussion, reviewing each interviewer's feedback. The core of the decision is to answer the question: "Is this candidate significantly better than 50% of the current team members in some crucial aspect?" The Bar Raiser will ensure the discussion remains focused on long-term talent standards rather than short-term hiring urgency.
- **Consensus Decision:** The final hiring decision must be made by consensus among all interviewers and the Bar Raiser. If consensus cannot be reached, the hiring process for that candidate will be terminated.

Article 23: Comprehensive Candidate Background Check and Verification

Before extending a formal offer, and with the candidate's explicit written consent, the HR department will engage a reputable third-party agency to conduct a thorough background check. This may include:

- Verification of education credentials and employment history.
- Validation of professional licenses and certifications.
- (If applicable) A criminal record check, in strict accordance with local laws.
- Verification of references provided by the candidate.

Article 24: Compensation Philosophy, Benchmarking, and Offer Extension
- **Compensation Structure:** The Company's compensation philosophy is to provide a competitive, performance-linked, and equitable total rewards package. This typically includes a base salary, a performance-based bonus, and equity incentives designed to foster long-term ownership and align employee interests with the Company's success.
- **Compensation Basis:** The compensation offer is determined based on the job level, the candidate's specific experience and skills, current market data from reputable sources, and the principles of internal pay equity. We will not ask for a candidate's salary history.
- **Extending the Offer:** The HR department will issue a formal "Offer Letter" in writing, which will clearly detail the position, total compensation package, benefits, start date, and any other important information. The offer will be a firm offer and not subject to negotiation.

Article 25: Offer Acceptance and Seamless Onboarding Transition

The hired candidate should report to the Company on the specified start date with all required documents, such as proof of identity and education/experience certificates, to complete the onboarding process and sign the employment contract and relevant confidentiality agreements. The hiring manager and HR will ensure a smooth transition from candidate to new hire by being proactive and communicative throughout the process.

Part III: New Hire Integration & Development

Chapter 7: Structured Onboarding and Probationary Period

Article 26: Proactive Pre-boarding Preparations and Communication

Before a new hire's start date, the hiring manager and HR department must complete a "Pre-boarding Checklist," which includes:

- The preparation of all necessary office equipment and IT system accounts.
- The assignment of a dedicated Onboarding Buddy.
- The creation of a detailed, week-by-week work plan for the new hire's first month.
- Regular communication with the new hire to answer questions and build excitement before their first day.

Article 27: Structured Onboarding, New Hire Bootcamp, and Team Integration

- **Company Level:** The HR department will host a multi-day New Hire Bootcamp to introduce the company's history, culture, mission, products, and core policies. This is an immersive experience designed to build a strong foundation of company knowledge and foster a sense of community.
- **Team Level:** The hiring manager is responsible for creating a comprehensive 30-60-90 day integration plan, which includes:
    - **30 Days:** Focus on becoming familiar with the team, tools, and processes; completing the first small, tangible task.
    - **60 Days:** Begin to take ownership of more complex work; building cross-functional relationships.
    - **90 Days:** Be able to contribute independently and make a visible, tangible impact on team goals.

Article 28: Probationary Period Goal Setting, Performance Evaluation (OKR), and Check-ins

- **Probationary Period:** The probationary period for new employees is a standard three months, which may be extended with cause and clear communication.
- **Goal Setting:** Within the first week, the manager and new hire must jointly set clear, measurable goals for the probationary period. The Objectives and Key Results (OKR) framework is the recommended method for this process.
- **Regular Check-ins:** The manager should have a dedicated one-on-one meeting with the new hire every two weeks to provide timely feedback, review progress against their goals, and address any challenges they may be facing.

Article 29: The Alpha Mentorship and Buddy Program

The Company will assign a senior colleague to each new hire as a mentor, or "Onboarding Buddy." The mentor's role is not to supervise work but to help the new hire:

- Navigate the team's unwritten rules and cultural nuances.
- Build a professional network across the organization.
- Act as a trusted resource to answer various questions about life at the company.

Article 30: Probationary Period Review, Conversion, and Performance Management

- **Review:** One week before the end of the probationary period, the manager must complete a formal "Probationary Period Review Form," which assesses the new hire's performance, cultural integration, and long-term potential.
- **Review Meeting:** The manager will hold a formal review meeting with the new hire to transparently communicate the results of the review.
- **Outcome:**
  - **Successful:** The employee is converted to a regular, full-time employee.
  - **Unsuccessful:** If the new hire's performance has not met expectations, and there is no improvement after sufficient communication and coaching, the company will terminate the contract in accordance with relevant labor laws and Article 45 of this policy.

Chapter 8: Continuous Learning and Professional Development

Article 31: Company-Wide Learning and Development Framework and Budget

The Company is committed to the continuous growth of its employees. We will maintain a robust learning and development framework that includes:

- An internal learning platform with curated courses and resources.
- An annual training budget for each employee to attend external conferences, workshops, or certifications.
- Leadership development programs for all levels of management.

Article 32: Individual Development Plans (IDP) and Career Pathing

All employees, in collaboration with their managers, will create and maintain an Individual Development Plan (IDP). The IDP will outline:

- Short-term and long-term career goals.
- Required skills and competencies to achieve those goals.
- A clear action plan for skill acquisition, including training, mentoring, and stretch projects.

Article 33: Internal Knowledge Sharing, Peer-to-Peer Learning, and Best Practices

We will actively foster a culture of knowledge sharing through:

- Regular internal "brown bag" sessions and workshops where employees can share their expertise.
- A centralized knowledge base (e.g., an internal wiki) for documenting best practices, processes, and project post-mortems.
- Encouraging peer-to-peer learning and coaching to build a more collaborative and knowledge-driven organization.

Part IV: Internal Mobility & Career Advancement

Chapter 9: Internal Transfers and Promotions

Article 34: The Internal Opportunity Platform and Career Transparency

The Company maintains a dedicated internal job board to encourage employees to explore and apply for different career opportunities within the organization. All non-confidential job openings must be posted on the internal platform for at least five business days before being advertised externally. This policy ensures that internal candidates have the first opportunity to grow within the company.

Article 35: The Internal Transfer Application, Evaluation, and Manager Communication Process

- **Eligibility:** To ensure continuity, employees are eligible to apply for an internal transfer after completing twelve months in their current role, unless an exception is approved by both their current and prospective managers.
- **Application Process:** Employees should first discuss their career development intentions with their current manager and then apply for the target position through the internal system. This open communication is crucial for a smooth transition.
- **Evaluation:** The hiring manager for the target position will interview the applicant. This process may be a streamlined version of the external hiring process. Performance feedback and career history from the current manager will be a critical reference point.

Article 36: The Promotion Nomination, Review Mechanism, and Competency Framework

- **Promotion Cycle:** The Company conducts promotion reviews twice a year, typically in the second and fourth quarters.
- **Nomination:** Employees can be nominated for a promotion by their manager. For certain senior levels, self-nomination is also permitted, provided it is supported by detailed documentation of performance achievements and contributions.
- **Review Committee:** A promotion review committee, composed of senior leaders from different departments, will calibrate all nominees against the competency standards defined for each level to ensure fairness, consistency, and a high bar for promotion. The committee will use a clear, consistent framework to evaluate candidates based on their impact, leadership, and readiness for the next level.

Chapter 10: Succession Planning and Leadership Pipeline

Article 37: Identification and Nurturing of High-Potential Talent

The HR department, in collaboration with business leaders, will regularly identify high-potential employees. These individuals will be provided with accelerated development opportunities to prepare them for future leadership roles within the company.

Article 38: Leadership Development Programs and Executive Coaching

The Company will invest in formal leadership development programs for all levels of management, from first-time managers to senior executives. These programs are designed to enhance leadership capabilities, strategic thinking, and people management skills. For senior leaders, one-on-one executive coaching will be offered to further develop their strategic acumen.

Article 39: Cross-Functional Rotational Assignments and Stretch Projects

Where appropriate, high-potential employees will be given the opportunity to participate in cross-functional rotational assignments. These assignments are designed to broaden their business knowledge, build a wider network, and prepare them for future senior leadership roles. Similarly, stretch projects will be assigned to allow employees to work on challenging, high-impact tasks outside their normal responsibilities.

Part V: Employee Relations & Separation Management

Chapter 11: General Principles of Separation Management

Article 40: Categories of Separation and Guiding Principles

Employee separation from the Company is categorized into "Voluntary Separation (Resignation)," "Termination for Performance," "Termination for Cause (Misconduct)," "Layoff," and "Retirement." Each category is governed by specific procedures and will be handled with professionalism, dignity, and a commitment to legal compliance.

Article 41: Mandatory Notice Periods and Legal Compliance

For all types of separation, with the exception of immediate dismissal for gross misconduct, the statutory notice period must be observed by both the Company and the employee in accordance with local labor laws. This policy will align with and, where possible, exceed the minimum legal requirements to ensure a smooth transition.

Chapter 12: Voluntary Separation (Resignation)

Article 42: The Resignation Process, Work Handover, and Knowledge Transfer

Employees who wish to resign must submit a written "Resignation Letter" to their direct manager through the internal system. Before their last day of employment, employees are fully responsible for completing a comprehensive handover of their duties, which includes:

- Creating a detailed handover list and documentation for ongoing projects.
- Returning all company assets (e.g., laptop, access card) and digital data to the designated person.
- Ensuring that all ongoing projects have a clear successor and a seamless transition plan, and that all critical knowledge has been transferred.

Article 43: Exit Interview, Data-Driven Insights, and Alumni Engagement

The HR department will conduct a one-on-one exit interview with every departing employee. The content of this interview will be kept strictly confidential and aims to:

- Understand the underlying reasons for the employee's departure.
- Gather valuable feedback on the company's management, culture, compensation, and benefits.
- The HR department will periodically conduct anonymized analysis of exit interview data to identify trends and provide actionable improvement recommendations to senior management. This data is critical for talent retention strategies.

Chapter 13: Involuntary Separation

Article 44: The Performance Improvement Plan (PIP) Framework

When an employee's performance consistently falls below the requirements of their role, the manager, with the full assistance of the HR department, should initiate a PIP.

- **Purpose:** The primary purpose of a PIP is to help the employee succeed, not to serve as a preliminary step to termination.
- **Content:** The PIP document must clearly state:
    - The specific performance gaps that need improvement.
    - Clear, measurable, and achievable improvement goals.
    - An improvement period of 30 to 60 days.
    - The specific support and resources the company will provide (e.g., training, mentoring).
    - The potential consequences of not meeting the goals.
- **Execution:** During the PIP, the manager must hold weekly check-in meetings with the employee to review progress, provide feedback, and offer support. All interactions and progress must be meticulously documented.

Article 45: Termination for Cause (Performance-related) and Due Diligence

If, at the end of the PIP, the employee's performance has not shown substantial and sustained improvement, the manager, in consultation with HR, may decide to terminate the employment contract. The entire process must be meticulously documented and fully compliant with all applicable labor laws, including providing the employee with all required documentation and severance (if applicable).

Article 46: Termination for Cause (Violation of Work Rules or Code of Conduct)

The Company may terminate the employment contract immediately and without notice if an employee engages in serious misconduct, such as:

- Serious breach of the confidentiality agreement, leading to the disclosure of trade secrets.
- Corruption, bribery, or any illegal activities.
- Verified instances of workplace bullying, harassment, or discrimination.
- Other circumstances stipulated in relevant labor laws or the Company's Code of Conduct.

Article 47: Layoff (Redundancy) Procedures and Employee Support

If a reduction in workforce is necessary due to organizational restructuring, a significant business downturn, or other strategic factors, the Company will:

- **Fair Selection:** Use objective and fair criteria (e.g., business relevance, individual performance) to determine the layoff list, ensuring the process is free of bias.
- **Legal Notice:** Provide advance notice to employees in accordance with all statutory requirements.
- **Above-Standard Severance:** Offer a severance package that is more favorable than the minimum required by labor law.

- **Outplacement Services:** Provide professional outplacement services to assist affected employees with their career transition, including resume writing and interview coaching.

Chapter 14: Off-boarding and Final Settlement

Article 48: The Off-boarding Checklist and Procedures

On or before the last day of employment, the employee must complete all items on a "Separation Checklist," which must be signed off by all relevant departments, including IT, Finance, and the direct manager. This ensures a smooth and secure transition.

Article 49: Final Salary, Expense Settlement, and Legal Obligations

Upon completion of the off-boarding procedures, the Company will settle all outstanding salary, accrued leave, and expense reimbursements on the next regular payday, in full compliance with local labor laws.

Article 50: Issuance of Required Certificates and Documentation

The HR department will proactively issue a "Certificate of Service" and, if applicable, a "Certificate of Involuntary Separation," within the time frame required by law.

Article 51: The Alpha Alumni Network and "Boomerang" Hires

We consider former employees to be valuable assets and brand ambassadors. The HR department will maintain an alumni network platform to share company updates, facilitate networking, and welcome outstanding former employees to return to the Company in the future (as "boomerang hires").

Part VI: Supplementary Provisions

Chapter 15: Policy Governance and Enforcement

Article 52: Policy Interpretation, Amendment, and Stakeholder Engagement

The final authority to interpret this policy rests with the Human Resources & Organizational Development department. This policy may be amended at any time by a proposal from the HR department, subject to approval by the Company's senior management, to adapt to business developments and changes in regulations. We will also seek input from employee representatives and business leaders to ensure the policy remains fair and effective.

Article 53: Policy Enforcement and Disciplinary Actions

Violations of this policy will be handled by the HR department and the relevant manager, in accordance with the Company's disciplinary procedures. Disciplinary actions may range from a verbal warning to immediate termination, depending on the severity of the violation and past disciplinary history. All disciplinary actions will be meticulously documented.

Article 54: Effective Date and Supersedence Clause

This policy shall take effect on September 1, 2025. All previous related policies, regulations, and practices, whether verbal or written, are simultaneously superseded and repealed. This document represents the sole and comprehensive talent policy of Alpha Unlimited Inc.