



INTERNAL MOBILITY

Guidelines & Policy

The internal hiring process policy describes our process for hiring within Majid Al Futtaim, to fill open roles. We are committed to investing in our employees and help them grow their skills and gain experience while working with us.

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Introduction

An organization can greatly benefit from implementing a robust internal mobility policy, as it has the potential to cultivate a skilled and motivated workforce, foster a culture that encourages ongoing learning and growth, and contribute to business expansion and innovation.

Majid Al Futtaim firmly upholds its dedication to the career advancement of its employees and actively supports their professional development by providing various career opportunities within the company. Moreover, Majid Al Futtaim places strong emphasis on the selection of internal candidates, prioritizing those who meet the minimum eligibility requirements for a position and possess equal qualifications as external candidates.

Scope

This Internal Mobility Policy outlines the guidelines and procedures for promoting internal career opportunities within our organization. Career development of Majid Al Futtaim employees can involve different types of moves within the organization:

1. Lateral Moves (employees moving to roles within the same career level)
2. Promotions (employees moving to roles that are at a higher career level)
3. Cross Functional Rotations (employees moving to roles in other functions within their Business)
4. Moves across Opco's (lateral movements or promotions to roles within other Businesses)

DEFINITIONS

- Internal Candidate: An individual who is currently employed within our organization and wishes to apply for a different position or role.
- External Candidate: An individual who is not currently employed within our organization but seeks employment in a specific position or role.

INTERNAL MOBILITY PRINCIPLES

- Equal Opportunity: Majid Al Futtaim is committed to providing equal opportunities for both internal and external candidates. Internal candidates will be considered based on their qualifications, skills, and potential to fulfill the requirements of the desired position.
- Development and Growth: Majid Al Futtaim encourages employees to explore different career paths within our organization to enhance their skills, knowledge, and expertise. Internal mobility offers employees the chance to grow and develop professionally, enabling them to reach their full potential.
- Communication: Majid Al Futtaim will communicate internal job openings, career advancement opportunities, and relevant qualifications required for each position to employees. All communication regarding internal mobility will be available through our internal career page on SAP Success Factors. In some cases, confidential positions will not be

posted on SAP Success Factors and may directly be discussed with employees through their HC Business Partner or TA Business Partner.

RESPONSIBILITIES OF TALENT ACQUISITION TEAMS

As Talent Acquisition Partner, your role is to review, screen, and assess all candidates fairly as part of the recruitment process at Majid Al Futtaim. Internal candidates will be given an opportunity to apply for all open roles at the company.

- All Majid Al Futtaim Requisitions will be posted on our internal Careers web page for 1 week prior to posting it externally. External postings may go live simultaneously when there is a critical timeline for the hiring of a vacancy.
- Internal applications to requisitions will be reviewed and evaluated by the Sourcing team and Talent Acquisition partner managing the search.
- Should the internal candidate present a potential fit for the role, the Talent Acquisition Partner will should contact the HC BP to ensure candidate eligibility prior to organizing an screen/ interview the internal candidate.
- TA will conduct the assessment and shortlist if appropriate.
- Talent Acquisition Partners are responsible for updating the internal candidate on his/her status within the search.
- All information should be handled with the utmost confidentiality.

RESPONSIBILITIES OF THE PEOPLE & ORGANISATION BUSINESS PARTNER (HCBP)

As People & Organisation Business Partner (P&O BP), your role, should an employee within your population approach you to express interest in an internal move, is to act as an advisor to the employee on whether they meet the criteria outlined by the policy, meet the requirements and provide guidance on the application process.

- HCBPs serve to guide and advise employees wishing to apply for roles within Majid Al Futtaim on the criteria required for an internal move and discuss their career aspirations in confidence.
- HCBPs will direct employees interested in applying for an open position to Success Factors or to the Talent Acquisition Partner who is managing the search in order to formally apply for the role and move through the assessment process.
- If an employee from your population is accepted in a new role within another function or Opco, the HCBP will facilitate the transfer in coordination with the HC department of the new role.

RESPONSIBILITIES OF THE LINE MANAGER

As a manager, you are responsible for helping your employees develop and grow at Majid Al Futtaim. Our recruitment ethos aims to ensure that each team will always have talented people to perform each job. Therefore, helping team members move within the organization and promoting them to more challenging positions will contribute positively to our long-term people strategy.

- If you are approached for a role that is open within your team, direct the candidate to the Talent Acquisition partner who is managing the search to ensure all candidates are assessed fairly.

- If a member of your team expresses an interest to apply for an internal role within a different Business or Function, your responsibility as their line manager is to advise and guide them to make the best choices with regards to their career growth. They do not require approval to apply for or move to a role within the company.
- Always keep in mind what's best for your team members in terms of their personal and professional growth and ensure regular conversations are conducted with regards to career growth and development.

POLICY GUIDELINES

ELIGIBILITY CRITERIA

Employees shall meet the below eligibility requirements to apply:

- Employees should have achieved a minimum performance rating of "Meets Expectations" in their most recent performance evaluation.
- Employees shall have completed at least 12 months in their current position at Majid Al Futtaim and have no active grievances in the system. For Majid Al Futtaim Retail, the completion time within the organization is 18 months.

EMPLOYEE APPLICATION PROCESS AND RESPONSIBILITIES

The application process involves the activities required for employees to express interest in open positions.

- Employees may browse position openings via <https://careers.majidalfuttaim.com/> through MySuccess.
- Employees can apply for positions for which they are qualified, by completing the on-line form/application and/or by uploading their existing electronic resumes.
- Employees can reach out to the Talent Acquisition Partner who is managing the search for further information on the role, however, must apply through **Success Factors** formally should he/she decide to proceed with the application.
- Employees should not apply directly to the hiring manager of the open position however can discuss the role specifics and requirements with the hiring manager and proceed to apply through formal channels as specified above
- When employees elect to apply for a position, they shall ensure they are communicating with their current managers on their status during the process (application, onsite interviews, offer etc.) and their P&O BP where appropriate.
- Employees wishing to apply for other roles within Majid Al Futtaim do not require prior approval from their Line Manager to do so.
- Employees who successfully apply and are selected for an internal role at Majid Al Futtaim will need to complete their notice period unless otherwise is agreed with their P&O BP and Line Manager.

SELECTION PROCESS

- **Assessment of Internal Candidates:** Internal candidates who meet the minimum requirements will be assessed using fair and objective evaluation methods. These may include interviews, assessments, reference checks, or presentations, depending on the nature and level of the position.
- **Evaluation of Internal and External Candidates:** When considering internal and external candidates for a position simultaneously, preference may be given to internal candidates who possess equal qualifications, skills, and experience compared to external candidates.

CAREER DEVELOPMENT SUPPORT

- **Learning and Development:** Majid Al Futtaim will provide necessary training and development opportunities to support employees who wish to acquire new skills or enhance existing ones, enabling them to meet the requirements for desired positions.
- **Performance Feedback and Coaching:** Managers and supervisors will provide regular feedback and coaching to employees to support their career aspirations and identify areas for improvement. Performance appraisals will also include discussions on career development goals and opportunities for internal mobility. In the event that an internal candidate is not selected for the open position, a feedback and development session is advised where clear development areas are communicated to the internal candidate with clear steps on how the individual can develop these areas to qualify for the target role or promotion.

EMPLOYEE TRANSITION TO A NEW ROLE

It is the responsibility of the receiving HC business unit to notify the releasing business unit stakeholders once the internal candidate is shortlisted for the position.

- Managers and People & Organisation Business Partners are expected to encourage career development of their employees and allow them to take advantage of promotional and developmental opportunities in line with the eligibility requirements defined above.
- When employees are selected, are offered new positions, and have accepted the offers, the new Hiring Managers should work with the employee's current manager to define a mutually agreeable transition date taking into account the official notice period.
- The transition date should not exceed the employee's current notice period, as stated in his/her employment contract. Additional assistance can be provided by the Human Capital Business Partner.
- As soon as it is determined that availability may be an issue, it should be discussed with the employee. The employee should be notified by their line manager, along with the Human Capital Business Partner, as to the reasons for the decision. Such situations shall be coordinated with the HCBPs. Employees should not be "blocked" from consideration without fair reason and explanation.

CONFIDENTIALITY AND NON-DISCLOSURE

- All information regarding employees' career aspirations, job applications, and internal mobility discussions will be handled confidentially. We will adhere to applicable privacy and data protection laws to ensure the privacy and confidentiality of employee information.

POLICY REVIEW

- This policy will be reviewed periodically to ensure its effectiveness and alignment with organizational goals. Any necessary revisions or updates will be made in consultation with relevant stakeholders, Human Capital, and management.

EXCEPTIONS

- Any exceptions to the policy must be approved by the involved Business VP of Human Capital as well as Head of Functions.