

Title: Employee Transfer Policy

Procedures & Forms

HR Policies and Procedures
Internal Transfer Form (www.kojhr.com)

Effective Date:

This version supersedes all previous policy and practices related to Employee Transfer Policy. This policy is effective 1st February 2014

Background

KOJ Group LLC (the “Group”) has established an Employee Transfer Policy to outline the process for all employees when transferring between the business or from one country to another. This can result from an employee initiating the request or from a business need.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

A transfer is defined as the movement from one position to another position that is previously established through an approved Internal Transfer form or Promotional Form.

A transfer may be within a department, between departments or divisions of KOJ Group LLC and may result in a title change, but does not in all cases involve a salary increase.

When a staff member transfers to a position at the same pay grade, the staff member is not eligible for a salary increase until the normal salary review date. If, however, the salary review date falls during the new introductory period, a prorated salary increase, based on the original department's planned merit increase, is given at the time of the transfer and a new salary review date is established.

Salary exceptions require appropriate documentation and approval of the Human Resources Department

Upon transfer, the terms and conditions of employment will be reviewed, results of which will be communicated in writing by management.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.