



TURNING STONE ENTERPRISES

TO: All Team Members
FROM: Kawel LauBach
Senior Vice President, People & Culture
DATE: September 11, 2023
RE: Update to our Internal Job Postings Procedure

As a part of our strategy to improve our retention of valuable team members, the People & Culture Department is updating our long-standing internal job posting process by providing a more career-focused, friendly and supportive experience for internal job applicants.

Currently, team members who are interested in transferring to a new position complete an internal request form which requires them to obtain their supervisor's signature. Our current process creates unduly stressful conditions for our team members, who can be intimidated by the prospect telling a supervisor of their preference to work in another department. The current process may deter team members from pursuing new career opportunities within our organization due to their unease in approaching their supervisors under these circumstances.

We can retain talent by encouraging career growth within our organization. Therefore, we have developed a new process whereby team members may submit their interest in an internal transfer directly to the Talent Acquisition team without notifying their supervisors of their interest in a new position. If Talent Acquisition and the hiring department both conclude that the internal applicant is well-suited for the sought position, we will contact the team member's current leadership directly to request input concerning the applicant's work performance, cultural alignment, and any other issues relevant to consideration of the team member's interest in the new position. Upon determining an internal candidate's suitability for the sought position, Talent Acquisition will ensure an open line of communication with both the hiring department and the team member's current department. For removal of doubt, no team member will be hired into a new department without consultation with his or her current leadership. Moreover, we will provide the current department's leadership with sufficient notice of an impending transfer so that the department can take prompt steps to backfill the position and establish interim coverage upon the team member's transfer.

The goal of this updated process is to encourage high-performing team members to remain within our organization, by encouraging them to pursue opportunities here that fulfill their career aspirations and interests. Accordingly, neither the current department nor the hiring department should disparage another department to retain or recruit a team member. Relatedly, neither department should promise a team member anything relating to compensation or benefits to retain or recruit a team member, as those matters must be approved by the People & Culture Department in consideration of organization-wide impacts.

As always, please feel free to reach out to anyone of us if you have questions and or concerns.

Cc. Pete Carmen, Chief Operating Officer