

Internal Mobility Charter

Candriam is committed to promoting internal mobility, which is for its employees a means of personal and professional growth and development. In addition to professional development opportunities, mobility also encourages the cross-functional exchange of skills and knowledge.

1. **Rules and process.**

a. Basic principles:

- Before consulting internal vacancies, staff members should have worked for at least 3 years in their current role .
- The staff member must update his or her CV in Horizon.
- HR guarantees that all mobility-related discussions are confidential.
- Mobility requests are discussed by HRM/HRBP and the Head of Talent Acquisition, the latter having a global view of the open positions.
- The PDP form includes a section dedicated to mobility/evolution wishes.
- It is important to keep in mind that a mobility is a professional development which can be lateral as well as vertical.
- In the event of a mobility the compensation will be, if necessary, analysed in relation to the new position and the HR department will determine the most appropriate timing for this salary review.

b. Publishing vacancies:

- To encourage internal applications, vacancies will be advertised internally for two weeks before being published externally.

c. Mobility application following an internal publication:

- Contact your local HR officer, who will then forward the request to HRM/ Head of Talent Acquisition or to the HRBP, who will provide an "Individual Development Plan" that will have to be completed before the interview.
- The applicant is advised to inform his or her manager as soon as the official interviews begin.
- An assessment can be arranged if the recruiting manager requests it.
- In the event of further discussions, a meeting is organised between the HR department and the business to determine the conditions of the mobility (need for additional training, etc.).

- The applicant will be informed of the final decision (positive/negative) by HR.
- If the answer is positive, the BU managers determine the date of mobility (max. 3 months). The business may choose to invite the HR department to take part in these discussions.
- The confirmation of the date of the mobility and the related conditions are then communicated to the employee by the HR department.

d. Mobility request via the PDP:

- An HR interview will be scheduled within 3 months after the end of the PDP campaign with the regional HRM (in the case of Belgium, this will be organised by the HRBP).
- An additional, but more comprehensive, **Individual Development Plan** will have to be completed before a 2nd HR debriefing interview.
- The CV should be updated in Horizon before this 2nd interview.
- The action/training plan is, if necessary, discussed.
- Once the Manager has been informed of the mobility request (via the PDP), a follow-up interview can be arranged with HRM / Head of Talent Acquisition or the HRBP.
- The HRMs keep the Head of Talent Acquisition informed of internal mobility requests for the latter to take these into consideration for any ongoing vacancies.

2. Advice for staff members:

- Be proactive and take your professional development into your own hands by updating your CV in Horizon.
- Raise the question of mobility with your manager during the annual evaluation interview.
- Inform your HR officer of your interest in any internal vacancy, e-mailing your CV and cover letter to the recruitment mailbox: For a vacancy in Belgium: be_recruitment@candriam.com, for one in France: fr_recrutement@candriam.com, for one in Luxembourg: luxembourg_recruitment@candriam.com, for one in any of the other EU countries: international_recruitment@candriam.com)
- Do not take the interview lightly! Prepare both your CV and your arguments.
- Inform your manager once the official selection process is under way.

3. Advice to managers:

- Respect the confidential aspect of the staff member's mobility request: do not share it with the team.
- Be flexible and open-minded when faced with a mobility request. Remember that a mobility request may simply reflect a wish for something new.
- Along with HR, assist the staff member in the mobility process, with you acting as "facilitator".
- If you are the recruiting manager, interview all applicants internally, providing them all constructive feedback.
- Agree on a mutually acceptable mobility date with the staff member and the business **unit**. Maximum 3 months.