

# GROUP INTERNAL JOB MOBILITY

**CHARTER**



**BOUYGUES**

**“ An entrepreneurial group like ours is ideal for meeting new challenges, taking initiatives and discovering new horizons. ”**

Martin Bouygues  
Chairman, Bouygues group

## THE CHALLENGES OF INTERNAL JOB MOBILITY

Inspired by the Bouygues group's core HR values of respect, trust and fairness, the Internal Job Mobility Charter sets out the general principles for internal job mobility within the Group. It reaffirms the Group's determination to encourage internal job mobility and support employees in their projects.

It targets **employees** who want to boost their career by enabling them to build an enhanced career path within the Group.

Internal job mobility is also a way to meet the **company's** adaptation or development needs.

Internal job mobility is open to all. It encourages employees to drive their own career project. It makes managers responsible for employee career development and mobility with the help and support of the Human Resources department.

## TYPES OF INTERNAL JOB MOBILITY

Internal job mobility takes place between the business segments of the Group and can be geographical and/or functional, with or without promotion.

**Geographical mobility** involves a change of job location within the same region, to another region or to another country. In general, geographical mobility implies that the employee is required to move house.

**Functional mobility** is a change of function. There are numerous forms of functional mobility. It can involve a change of job, business or hierarchical status.

## INTERNAL JOB MOBILITY PLAYERS

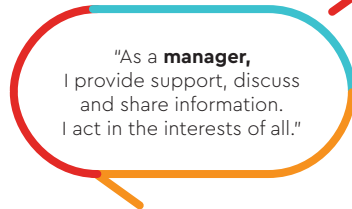
The successful outcome of internal job mobility depends on good co-operation between the three parties involved:



"As an **employee**, I am the main player in my career development and therefore my internal job mobility."



"As an **HR officer**, I provide support and advice, and I facilitate and ensure the internal job mobility process."



"As a **manager**, I provide support, discuss and share information. I act in the interests of all."

- **Employees are the main players in their career development**

Employees can express their aspirations during their annual appraisal, find out about developments in their line of business and opportunities to advance their careers, according to needs in the company and across the Group.

- **Managers assess, inform and encourage**

In keeping with the company's strategy, managers are responsible for employees' career development in partnership with the Human Resources department. They assess performance, evaluate skills and advise employees on opportunities to advance in their careers, and give them support.

They have a duty to encourage internal job mobility beyond the immediate interests of their entity.

- **The Human Resources department provides support for career management and internal job mobility**

The Human Resources department coordinates career management and internal job mobility for employees. Its role is to advise employees and managers as regards advancement opportunities within the Group.

## **WHAT INTERNAL JOB MOBILITY ENSURES**

### **For employees**

- Significant experience in a particular function.
- Active monitoring of job opportunities in the Group.
- Regular contact between employees and their manager and HR officers regarding the progress of their internal job mobility project.

### **For the company**

- **Easy access for all employees to all of the jobs on offer in the Group**

The Mobyctic intranet site dedicated to internal job mobility displays all the jobs on offer Group-wide.

- **Priority to Group applicants**

For all new jobs on offer, employees have priority over outside applicants with similar profiles and potential. Only applicants with skills consistent with the job on offer are considered.

- **Confidentiality and transparency**

At the request of employees, the first interview can be conducted in complete confidentiality. The interview is conducted under the responsibility of the Human Resources department of the company offering the job.

For transparency reasons, employees must inform their manager and Human Resources department if they have a second interview.

- **A response within one month**

The entities of the Group handle applications from Group employees with the greatest care and commit to responding within one month.

## PRACTICAL INFORMATION

### WHERE AND HOW TO GET INFORMATION

#### At entity level

- From the manager, with whom career plans can be discussed, particularly during the annual appraisal.
- From the entity's Human Resources department or Internal Job mobility unit, which ensures compliance with the rules and principles set out in this Charter.
- Via specific tools developed by the entity: intranet sites dedicated to internal job mobility, career guidance, employee stories, careers reports, etc.

#### At Bouygues group level

From the Group job mobility and career advice unit which is tasked with:

- advising Group employees on career choices (the feasibility of career advancement outside their current entity), helping them with their internal job mobility application (writing a CV, job interview, matching profile to demand);
- providing support to Human Resources departments in order to find solutions for employees seeking job mobility in another business segment or who are available or about to become available;
- providing information to Human Resources departments looking for specific profiles and to employees for jobs available on Moby clic.

#### Via Moby clic

Moby clic is accessible on business segment intranet sites and on the web (for PCs, smartphones or tablets):

**moby clic.bouygues.com**  
Password: GROUPE

## THE PROCESS

### Applying for a job



My application is of interest to the company. I have my first job interview within two weeks. I can choose to keep this first interview confidential.



I get a second interview. I inform my manager and the HR department of my company.



I get the job. The internal job mobility process and support measures come into effect.



My application is refused. I receive a negative reply within a month.



My application is refused and I receive a negative reply.

## **INTERNAL JOB MOBILITY TERMS AND CONDITIONS**

The terms and conditions are applicable across the Group, but can be adapted to specific needs in the business segments. In the case of job mobility within the same business segment, the rules specific to that business segment apply.

### **Search period**

Employees looking to transfer within the Group keep all the entitlements related to their current position during the search period up until the date that the agreement to transfer to another entity within the Group is signed.

### **Time limit for taking up a post**

The time limit starts on the date of the signing of the agreement between the employee, the current entity and the new entity. It ends when the employee takes up post in the new entity. In order to ensure minimum disruption in the current entity, this time limit cannot exceed three months, unless in specific cases.

### **Employment contract**

A new employment contract stipulating the terms and conditions for integrating the new entity, is concluded between the employee and the new entity. Accrued benefits are paid by the former entity when the employee leaves.

### **Adaptation period**

Employees transferred to another entity within the Group have an adaptation period of up to three months.

Should the employee or new entity consider this adaptation period unsatisfactory, the employee reintegrates the former entity under the same terms and conditions applicable before the transfer.

### **Integration**

Employees transferred to another entity within the Group benefit from support in order to make their job mobility a success (induction process, memo, etc.).

### **Seniority**

The new entity recognises the seniority accumulated with the former company.

### **Remuneration and benefits**

In principle, transferred employees retain the same remuneration and hierarchical level. Other conditions related to the transfer are negotiated between the persons concerned based on the new entity's rules and principles.

### **Compensation for geographical mobility expenses**

Two periods are taken into consideration for the reimbursement of geographical mobility expenses.

- **Before moving house**

Travel expenses, accommodation and expenses related to journeys home at the weekend are paid by the new company, after validation by the latter, throughout the period necessary for the family to move. These expenses are reimbursed on the basis of the rates in effect in the new company.

- **During the move**

Removal expenses are charged to the new company, on the basis of one of the three estimates that the employee is required to obtain. The removal service is ordered and paid directly by the new company.

Travel expenses incurred by the family due to the relocation are charged to the new company on the basis of the rates in effect in the new company.

Most of the Group entities grant an installation allowance. In general, the installation allowance is calculated according to the number of family members, and the terms and rates in effect in the new company.

## **Other support measures for internal job mobility**

Some Group entities provide specific support measures to employees for internal job mobility, such as facilitating the integration of families or contributing to accommodation expenses.

Employees can get more information from the Human Resources department of their new entity.

## **International job mobility**

The rules set forth in this Charter apply in part to job mobility between France and abroad, or between two foreign countries.

However, for each Group company operating internationally, either on a work site or permanent location, there are specific rules that can vary depending on the country.

Employees can get more information from their Human Resources department.

**This Charter reaffirms the Bouygues group's commitment to and promotion of job mobility.**

**You can access the Charter on Moby clic and the Group intranet, ByLink.**

**[moby clic.bouygues.com](https://moby clic.bouygues.com)**

**Password: GROUPE**

## BOUYGUES GROUP

32 avenue Hoche

F-75378 Paris cedex 08

Tel.: +33 (0)1 44 20 10 00

[bouygues.com](https://www.bouygues.com)

Twitter: @GroupeBouygues



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The Bouygues logo, consisting of the word "BOUYGUES" in white capital letters inside a red rounded rectangle.

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