

# **Job Mobility Charter**

## **Crédit Agricole Group**

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## **Introduction**

Crédit Agricole Group values internal job mobility as a key lever to enhance attractiveness and performance, and to support employees in their career paths.

Job mobility contributes to professional and personal development, as well as to the development of employee skills, diverse work experience, and long-term career momentum at Crédit Agricole. It is a hallmark of the Group, at the heart of its Human-centric project, reflecting its presence in all regions as well as the many job choices it can offer.

As such, Crédit Agricole Group encourages job mobility for men and women who work for its companies across all activities.

The purpose of this Charter is to facilitate professional mobility between the Group's two main employment pools, namely the Regional Banks and associated entities, on the one hand, and the Crédit Agricole S.A. Group (Crédit Agricole S.A. and its subsidiaries), on the other, through a shared and structured framework for implementing job transfers/movements.

In accordance with each entity's organisational procedures and HR policies, the objective here is to harmonise job mobility conditions between the two employment pools, making the most of the opportunities for cross-business career paths between the many companies that constitute the Crédit Agricole Group.

## **I. Scope of the Charter**

Certain standards already govern professional mobility within Crédit Agricole Group's two employment pools:

- Article 11 of the Collective Agreement of the Regional Banks and Associated Entities governs job mobility within the scope of Crédit Agricole's banking arm and associated entities (consisting of the 39 Regional Banks and five entities: CA-TS, CAGIP, CA-Titres, Fédération Nationale du Crédit Agricole and IFCAM);
- Title III of the Agreement on the prospective management of employment and skills of the Crédit Agricole S.A. Group, which defines the conditions for job mobility within this scope.

Until now, job mobility between these two employment pools was carried out outside of any common framework, according to procedures defined between the parties concerned in each situation.

This Charter therefore supplements the above provisions and applies to any job mobility between an entity within the "Crédit Agricole Regional Banks and Associated Entities" pool and an entity within the "Crédit Agricole S.A. Group" pool, or vice versa.

## **II. Preparing for job mobility**

### **A. Tools**

Job offers throughout Crédit Agricole Group are brought to the attention of all employees, notably through dedicated websites, so that the positions available within the Crédit Agricole S.A. Group are visible to employees of the Regional Banks and Associated Entities, and vice versa.

To this end, several websites, accessible to all employees, integrate all positions available within the Crédit Agricole Group with the possibility to filter by area of activity, geographical area, job title and entity:

- The "Carrières" website provides all Group employees with the openings from the Regional Banks and Associated Entities.
- The "MyJobs" website presents all vacant positions within the Crédit Agricole S.A. Group.
- The "LinkedIn Learning" platform also presents all vacant positions within the Crédit Agricole S.A. Group.

In addition, Crédit Agricole Group organises a major job mobility and career fair every year, the "Mobilijobs" event, enabling participants to discover the diversity of activities and

professions at Crédit Agricole and to benefit from expert advice to help make their job mobility project successful.

## **B. The process**

Employees can apply freely for an internal job offer within the Group as long as the entity where the person works considers that the person has been in their current job long enough.

Applications from Group employees will be subject to a priority review of the posts to be filled and will be examined as soon as possible.

All applications are taken into consideration and a detailed response is provided.

Employees involved in an application process for job mobility, as governed by this Charter, are to inform their manager from the start of the said process.

## **III. Formalising Job Mobility**

### **A. Contractualisation of job mobility**

After the employee accepts the position and has informed (as soon as possible) his/her manager, the transfer is formalised by two separate documents:

- A tripartite job mobility agreement between the welcoming entity, the original/current entity and the employee. This contractual document records the end of the contractual relationship with the employee's current entity and its consequences, in terms of transferring seniority rights and, where applicable, untaken leave, under the conditions provided for in this Charter.
- A new work contract between the employee and the new employer/entity governing the conditions of the new employment relationship.

Several guarantees are associated with this job mobility:

- The employee will retain the seniority previously acquired within the original entity
- The arrangements for transferring untaken leave when the employee leaves the original entity will be made upon mutual agreement of all parties.

## **B. Effective date of job mobility**

The effective date for the job transfer will be discussed between the original and welcoming entity, taking into account their respective organisational challenges.

Unless otherwise agreed by all parties, the period for the transfer of the employee from the original entity shall not exceed:

- 1 month for non-executive employees
- 3 months for executive employees

## **IV. Job mobility support**

In addition to the common principles mentioned in this Charter between Crédit Agricole's banking arm and the Crédit Agricole S.A. Group employment pool, other job mobility support measures may exist locally. It is therefore important for employees to check with the Human Resources Department about the welcoming company's job mobility policy.

### **A. Discovery Period**

To help make job mobility a success and to enable employees to prepare for and plan for their future position, the HR manager of the welcoming entity has the possibility, in agreement with the employee and the HR manager of the original entity, to organise a 'discovery period'.

This may take the form of meetings with managers exercising an activity or a function in relation to the position of the new employee, or it can be an immersion within the team of the welcoming entity, for a period of one day to one week depending on the challenges of the future position.

These meetings or immersion periods are encouraged by the original entity and remunerated by the latter as actual working time. Travel expenses will be covered according to the welcoming entity's expenses policy.

The dates on which the meetings or immersion periods will be positioned will be the subject of an exchange between the stakeholders.

### **B. Financial support**

The financial support for job mobility depends on the specific expense rules and methods of each entity.

## **C. Integrating the new job**

### **1. Monitoring of integration in the new entity**

At the latest within the first 3 months of the job transfer, the welcoming entity offers the employee an interview with the HR manager and/or the manager, in order to take stock of the position taken and any employee needs.

### **2. Support if job mobility is inconclusive**

In the event that job mobility is inconclusive for one of the parties, despite the implementation of various measures to ensure its success, the HR managers of the original and welcoming entity will be asked to consider alternative solutions for the employee.

Several possibilities may be explored, in particular the reintegration of the employee into his/her previous job, if possible, or into an equivalent position, either in his previous entity or in another Group entity. A temporary assignment to another position or entity may be implemented until a solution is found that satisfies all parties.

## **V. Effective launch date of the Charter**

This Charter shall come into effect on November 12<sup>th</sup> 2024

*NB: This version is translated from the official French version*