



Internal Transfer Procedure

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Authors		
Name	Department	Signature/Date
Muhaned Kamal Ali	Cybersecurity - I. S Specialist	5/5/2024 

Reviewed by		
Name	Department	Signature/Date
Yasir Awad	Head of Cyber Security Department	5/5/2024 

Approved by		
Name	Department	Signature/Date
Abdullah Al Shuhail	V.P	5/5/2024 

Control-Page

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An employee requesting a transfer to an open position within another department or location must satisfy the following criteria to be eligible for consideration:

- 1- Completion of a minimum of one (1) year in the current position/location.
- 2- Currently be in good standing regarding performance and attendance in the current position/location.
- 3- Employees must qualify for consideration of the job opening through appropriate work experience and/or completion of educational courses pertinent to position requirements.
- 4- An Internal Transfer Form must be completed and signed by the current Manager prior to expressing interest to the Hiring Manager. The Internal Transfer Form containing appropriate signatures should be sent to Human Resources and the Hiring Manager for consideration.
- 5- If the employee requesting transfer is selected for the position, then a mutually agreeable transfer date will be determined by the current and new supervisor. Generally, the employee is expected to transfer within four weeks.
- 6- If an employee signs an offer letter to accept a position at a new facility, they are not able to then decline the offer and return to their previous facility.
- 7- Employees who transfer to a new facility will retain their hire date. Seniority from their previous facility will not be transferred and a new seniority date will be given based on their start date at the new facility.
- 8- The IT department reviews the access privileges, removes the old access, and provides the new access based on the new work requirements.