

# Global Mobility Process

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### GLOBAL MOBILITY AT SYENSQO

At Syensqo, we recognize that global mobility is essential to advancing the Company's strategy and meeting business needs. To support this, we have developed a purpose-driven framework that aligns with our business objectives, strategy, and market trends. This framework ensures our policies are fit for purpose, providing clear structure and flexible benefits where appropriate.

By focusing on where it matters most and offering valuable growth opportunities for our talent, we foster a strong company culture.

Naturally, our framework reflects our explorer mindset and growth agenda, while integrating sustainability goals into our policies.

The Global Mobility team, within GBS, will support this journey, throughout the different stages, managing providers and services, ensuring a smooth process and journey.

Check below our Global Mobility presentation, with specific information about the team and the services we provide.

### LEARN MORE

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

Check the instructions [here](#).

### GLOBAL MOBILITY/ASSIGNMENT POLICIES

- [Leader & Expert Long-Term International Assignment Policy](#)
- [Explorer Short-Term International Assignment Policy](#)
- [One Way Transfer Policy](#)
- [Employee-Initiated Policy](#)

### HOW TO MANAGE AN INTERNATIONAL MOVE?

Requests must be communicated to the Global Mobility team (GM) via a [Move Initiation form \(MIF\) submission](#). This includes New Assignments, One Way Transfers, Extensions, Repatriations, and Localisations.

#### Current process to follow is:

- For Leader & Expert and Explorer programs above 6 months, the manager with the support of the Strategic Business Partner (SBP) must submit a [business case](#) to support the need for the assignment (not applicable for One Way Transfers and Explorer programs of less than 6 months);
- After the approval of the business case, a [Move Initiation Form](#) must be submitted to initiate the services. The form can be submitted by the SBP, HR, or the manager;
- The MIF will trigger Global Mobility team analysis. This includes cost estimation for business approval and clarification when required;
- After the cost estimation is approved, the Global Mobility team requests the Assignment Package to the provider. This document will be used to present the transfer conditions to the employee;
- If all is approved and accepted by the business and employee, Global Mobility team triggers all vendors and services and all relevant actors will be involved (employee, manager, HR, external providers);
- To ensure that the new employee profile has the proper authorizations, the manager must create an [Internal Move / Employee status change - IT Request](#). This request must be created once the immigration procedures are finalized;
- If the employee is/will be a manager, the reporting relationships must be updated accordingly. An [Organization Chart & Personal Data](#) request must be created to ensure that the reporting relationships are updated.

For additional questions regarding the policies, reach out to the [Global Mobility team](#) directly.

#### External vendors:

- Sirva - Immigration, Relocation, Household removals, In-country services;
- Deloitte - Taxes and Security services
- Allianz Care - International Health Insurance;

- [Airlink - Data Global Provider](#) (allowances calculation and more).

### c Support

In addition to our core Global Mobility services, the team may provide support on an **ad-hoc basis** in specific situations where local needs arise outside of standard Global Mobility scope.

For example, in cases where immigration assistance is required but does not fall within the Global Mobility program, the team can facilitate contact with our local providers and help ensure the appropriate connection is established.

Please note that in such cases, the Global Mobility team acts as a facilitator only. The request, coordination, follow-up and cost of the service remain under the responsibility of the requesting team or local HR. The case will not be managed by Global Mobility.

To request this assistance, it is required to submit the [MIF](#), by selecting the Ad-hoc option and completing the remaining relevant data.

This approach allows us to support the organization where needed, while maintaining focus on our core responsibilities and governance framework.

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#### International Move decks

- [Leader & Expert Program \(LTA\)](#)
- [Explorer Program \(STA\)](#)
- [One Way Transfer](#)
- [Employee Initiated Program](#)
- [Global Mobility Policies Framework](#)

#### Related information

- [How to Manage Expat Quota](#)
- [Internal Move Request](#)
- [Organization Chart Request](#)
- [Position Management](#)
- [FAQ: Global Mobility](#)