

NW Global Mobility



& Manager & HR

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nt Policies
ove Process
ks

ognize that global mobility is essential to advancing the Company's strategy and meeting business needs. To support this, we have use-driven framework that aligns with our business objectives, strategy, and market trends. This framework ensures our policies are fit ng clear structure and flexible benefits where appropriate.

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

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

'team, within GBS, will support this journey, throughout the different stages, managing providers and services, ensuring a smooth y.

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

yensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

ons [here](#).

[Expert Long-Term International Assignment Policy](#)
[Short-Term International Assignment Policy](#)
[Transfer Policy](#)
[>-Initiated Policy](#)

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

ss to follow is:

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

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

migration, Relocation, Household removals, In-country services;
Faxes and Security services
re - International Health Insurance;
ita Global Provider (allowances calculation and more).

ore Global Mobility services, the team may provide support on an **ad-hoc basis** in specific situations where local needs arise outside of I Mobility scope.

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

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

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

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

re decks	• Leader & Expert Program (LTA) • Explorer Program (STA) • One Way Transfer • Employee Initiated Program • Global Mobility Policies Framework
	• How to Manage Expat Quota • Internal Move Request • Organization Chart Request • Position Management • FAQ: Global Mobility