



## INTERNAL TRANSFER POLICY

### **Purpose**

We believe in developing our people and supporting internal growth. As we open additional restaurants, we are committed to creating opportunities while ensuring every location remains fully staffed and able to deliver great guest experiences.

### **Policy Overview**

Internal transfers between restaurants are encouraged and supported. Transfers will be approved based on business needs, staffing stability, and role fit. Not all transfer requests can be approved immediately, and some may be deferred to future transfer windows.

### **Application Process**

- Internal job opportunities will be posted, per NDG protocol.
- Applying for an internal position does not guarantee approval.
- Applying will not affect current scheduling, performance reviews, or advancement opportunities at either restaurant.

### **Selection Criteria**

Transfer decisions are based on consistent, role-related factors, including:

- Reliability and attendance
- Job performance and skill level
- Ability to train and support the team
- Cultural leadership and professionalism
- Fit for the needs and pace of an opening restaurant

### **Staffing Protection & Release Timing**

- Each restaurant must remain above minimum staffing levels by role and daypart, determined by the restaurant's General Manager.
- Transfers may be approved in schedule waves with defined release dates.
- Immediate or same-week transfers will not be approved except in rare, pre-approved situations.
- Transfers may be capped by department or position to maintain operational stability.

### **Backfill Requirement**

Every approved transfer requires a staffing plan, which may include:

- Posting a replacement position

- Cross-training internal team members
- Temporary coverage plans during transition

### **Training, Pay & Timekeeping**

- Required training, meetings, and pre-opening work will be paid in accordance with wage and hour laws.
- Travel or training expectations will be communicated clearly in advance.

### **Commitment to Fairness**

Transfer decisions are made without regard to race, color, religion, sex, age, disability, national origin, or any other protected characteristic. Retaliation of any kind for applying for a transfer or discussing workplace matters is not permitted.

### **Our Commitment**

Opening new restaurants is a team effort. We value both the team members helping launch new locations and those who stay and support our existing restaurants. Both are essential to our success.

### **Management Transfers**

All managers must have held their current management position for a minimum of one year before being eligible for transfer, except in rare, pre-approved circumstances.

By signing below and returning this form, I acknowledge that I have read and understand the foregoing notification of the company's Internal Transfer Policy.

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_