Date Last Revised:  November 2015

Recruiting, Internal Transfers and Promotions

POLICY

The Human Capital department ensures that candidates are selected from among the most qualified applicants available both internally and externally. TriWest encourages qualified individuals to apply for available positions in the company.

References
P&P 51006 Military Leave of Absence
P&P 51500 EEO & Affirmative Action
P&P 51502 Employment of Immediate Family Members
FAR 52.222-54 Employment Eligibility Verification

Policy Scope
This policy defines TriWest’s recruiting methods, and outlines the process for internal transfers and promotions.

Definitions
N/A

Guidelines

1. General Guidelines
   A. TriWest uses various sources to advertise job openings. TriWest competitively recruits for open jobs.
   B. Employees referring friends and associates to apply for positions with TriWest should refer them to apply online at www.triwest.com rather than to the operating departments. This activity should be encouraged, as it is a valuable source for new employees. Hiring restrictions may apply to family members of current employees (see P&P 51502 Employment of Immediate Family Members).
   C. TriWest completes a background screening on candidates.
   D. TriWest complies with the FAR e-Verify clause, and completes US Employment Eligibility Verification for all employees using the e-Verify system.

2. Internal Transfers and Promotions
   A. Vacancies are filled through selection of the best-qualified candidates. An employee’s demonstrated ability to perform their job will have a bearing on consideration as a candidate for promotion or internal transfer.
   B. Employees are encouraged to discuss future development plans and potential opportunities for career progression with their supervisor throughout the year and during the annual performance appraisal.
   C. An employee must complete six (6) months in their current position before applying for a promotion or transfer to
another position.
D. The company reserves the right, based on its needs, to move an employee prior to any required timeframes.
E. Employees on a Performance Improvement Plan (PIP) are not eligible to interview for another position until they have met the requirements of the PIP and have been off of any PIP for sixty (60) days.
F. Employees placed on a PIP during the internal interview process will not be eligible to continue their pursuit of that internal position. After sixty (60) days following the successful completion of the PIP, employees may apply for open positions for which they are qualified.
G. To apply for an open position, an employee must submit an Internal Interview Request Form signed by his or her supervisor, to Human Capital. The employee must also apply for the position on PeopleSoft. The form must be received by Human Capital by the closing date for the position. If the employee has not completed six (6) months in their current position, they may request an exception by completing the Exception Justification section of the Internal Interview Request Form. All exception requests must be approved by all leaders in the employee’s chain of command.
H. The hiring manager will interview only qualified candidates and reserves the right to fill the position before the closing date.

3. When an employee is transferring from one department to another, it is the gaining supervisor’s responsibility to complete the PeopleSoft checklist for company property and assets. If an employee fails to return the assets, the supervisor will contact Human Capital.

4. Rehires
   A. TriWest is not obligated to rehire former employees. Applicant selection is based on qualified candidates at the time of the job search. Previous employment may not qualify the former employee for re-employment.
   B. Employees who are rehired and have less than a ninety (90) day separation in service with TriWest will have their original date of hire restored for the purpose of calculating service time.

5. This policy is intended to comply with applicable federal and state laws. In the event of a conflict, the law that affords the employee greater protection will generally govern. Please contact Human Capital with any questions or for additional
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<th>Policy Administration</th>
<th>The Vice President of Human Capital is responsible for the administration of this policy.</th>
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<tbody>
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<td>Exhibits/Attachments</td>
<td>N/A</td>
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