

Internal Vacancy policy

Policy Statement

At Ticketek Entertainment Group, we are committed to building a balanced workforce that reflects our values. Our values guide us as we partner with purpose by investing in team members growth, empower boldness within clear boundaries through inclusive processes, and celebrate human connection by fostering open and authentic communication.

The aim is to create meaningful opportunities for individuals to grow alongside the business, building a foundation for both personal success and unforgettable fan experiences.

Purpose

The primary objective of this policy is to ensure that all team members of Ticketek Entertainment Group have access to internal job opportunities, supporting career development, and promoting a diverse and inclusive work environment.

Scope

All employees.

Guidelines and Process

TEG's Job Board is located on [Workable](#) and lists all current vacancies globally for the Company. If interested in applying for another role within the business **team members must:**

1. Be in current role for a minimum of 18 months.
 2. Meet performance expectations and demonstrate TEG values in current role
 3. Formally discuss interest with their People Manager before applying
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Process

1. Apply & Notify

- Formally discuss the role with their People Manager first
- Then apply formally through our: [Internal vacancy list link](#)
- Email people@teg.com.au to specify the role of interest and confirm meeting with their People Manager has taken place

2. Initial Review

- Talent team schedules a call to discuss the team members interest in the role

3. Interview Process

Talent teams facilitate the Interview Process with the Hiring Manager.

4. Decision & Transition

- **If successful:** the team member will be provided a verbal offer and formal documentation from the People Team. The People team will facilitate the transition process into the new role.
- There is an expectation that the team member will stay in their current role for up to 3 months pending mutual agreement between the Hiring Manager and People Manager. This is to allow sufficient time for a handover and to backfill their current role.
- **If unsuccessful:** the team member will receive feedback from the Hiring Manager and Talent team. The HR team will work with the team members Manager to focus on your growth and development opportunities.

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- **Policy Owner and Effective Date:** Talent Business Partner
 - **Effective Date:** 18 September 2025
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