

OVERVIEW

Mister Car Wash is committed to providing an internal job posting process that supports our business needs, the career development needs of our employees and our continuing commitment to equal employment opportunities for all qualified Mister employees. Human Resources oversees this process to ensure it is administered in a fair and equitable manner.

The objective of this policy is to ensure that all employees are made aware of and can apply for open positions either before or concurrent with Mister's consideration of external candidates for employment.

POLICY

All regular part-time and full-time positions (a) at car wash and oil change express locations ("Field Location"), (b) at home office for Director level and below, or (c) at division or regional management level, should be posted when an opening occurs to ensure equitable opportunity for advancement to each employee.

While Mister's philosophy is to promote from within whenever possible, there are limited business conditions that may permit a position at home office or division/regional management to be posted internally while simultaneously recruiting externally, or to be filled without posting. The business conditions that could cause a decision to bypass posting for such a position include, but are not limited to:

- The position having an identified successor pursuant to a documented succession plan
- Identifying candidates through a confidential third-party search
- Utilizing a qualified candidate pool from a recent related search
- Having a closed selection of candidates due to a reorganization

Decisions to bypass the posting process and move an internal candidate into a position will be made without regard to race, color, national origin, religion, ethnicity, sex, gender identity, age, disability, citizenship, pregnancy, veteran status, military status, marital status, sexual orientation, genetic information or any other characteristic protected under applicable federal, state, or local laws.

APPLICABILITY

This policy applies to all active full and part time employees at all Mister locations.

POSTING AND COMMUNICATIONS

Crew Leader and Manager In Training (“MIT”) positions will have an evergreen posting at each Field Location and on Mister’s intranet site, encouraging employees to apply at any time. Annually, Human Resources will send an electronic notification to all employees below Assistant Manager encouraging them to apply for Crew Leader or MIT positions at any time.

For other positions, Human Resources will update Mister’s intranet career site with open positions as required to be posted in accordance with this policy. Such open positions will remain posted on Mister’s online career site for a minimum of five consecutive days. Additionally, Human Resources will send electronic notification of open positions (above Crew Leader and MIT positions) to qualified candidates.

ELIGIBILITY AND QUALIFICATIONS

All “Active” status employees, either full-time or variable, are eligible to apply for open positions within Mister Car Wash.

Successful applicants must meet the minimum qualifications for the open position, as follows and as may be specified on the job posting:

- Employee must have three or more months of continuous service in current position or must have written manager approval to apply earlier.
- Employee must have a current performance rating of higher than “Needs Improvement”.
- Employee may not have received a written or final warning within the immediate prior three months.

Mister’s temporary status employees or contract workers must post through Mister’s external career site.

APPLICATION PROCEDURE

Applying for a new job is a three-way partnership between the employee, the employee's manager, and Mister, but the employee's commitment to his or her own advancement is the most significant driver of career development.

All employees are required to search Mister's intranet career site and to apply for positions (other than Crew Leader) through Mister's online applicant portal. Employees interested in becoming a Crew Leader should contact Human Resources (or where designated, their Regional Development Specialist) for an application. All completed applications for Crew Leader and Management in Training will be kept on file for a period of six months; employees are encouraged to reapply if not selected during that time period.

Managers play an important role in supporting employees in considering their next internal career move by clearly communicating strengths and development opportunities, assisting with exploring career interests through networking, and working with employees to identify opportunities that align with their capabilities. Accordingly, employees are encouraged to discuss career opportunities with their manager at any time and to notify their manager before applying for a new position to see if they meet the minimum qualifications.

SCREENING AND INTERVIEWING

Human Resources or its designee will review each employee's application. Employees will be evaluated to determine if they possess the minimum qualifications for the job being filled without regard to race, color, national origin, religion, ethnicity, sex, gender identity, age, disability, citizenship, pregnancy, veteran status, military status, marital status, sexual orientation, genetic information or any other characteristic protected under applicable federal, state, or local laws. Consideration of each application will be based upon the minimum qualifications as discussed above, overall experience, past performance, competencies, and credentials.

Human Resources or its designee may contact the employee's manager to discuss strengths and developmental opportunities. Managers are expected to advise Human Resources or its designee of any performance issues and/or disciplinary action involving an employee that may potentially impact the employee's qualifications for an open position.

Human Resources or its designee will identify those employee candidates who most closely match the requirements defined by the hiring manager as well as the minimum and ideal qualifications detailed in the job posting.

If it is determined that the employee is not qualified for the open position, Human Resources or its designee will advise the employee.

Human Resources will refer the most qualified employee candidates to the hiring manager for an interview. The hiring manager will decide who to promote based on the requirements of this policy and applicable federal, state, or local laws. The hiring manager will inform any interviewed candidates of the reason why they were not selected and provide career guidance.

COMPLAINTS

If any employee feels discriminated against in applying for an open position, the employee should contact the HR Helpline at 844-529-7392 or HRHelp@mistercarwash.com.