**Department: Location/Unit:**

*<Add hierarchy chart here>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By:** | **Reviewed By:** | | **Approved By:** |
| **HOD** | **GM** | **HR** | **MD/CEO** |
|  |  |  |  |
| Date: | Date: | Date: | Date: |