

It is the policy of **Sangster's** to aid, encourage and train employees so they may become eligible for promotions and other career advancements, whenever possible, to vacant or new higher level positions. **Sangster's** believes it is in their best interests and in their employees' best interests to promote from within whenever qualified people inside our organization are available. **Sangster's** also believes that all of its employees' work will be more meaningful and of better quality if they know their successful efforts and accomplishments may be rewarded with jobs more suitable to their abilities and interests.

These promotions will be made primarily on the basis of an employee's ability to perform and to accept new and greater responsibilities. If all other requirements of a position are similarly met by two or more persons, seniority shall be the deciding factor.

PROCEDURES:

1. Selection Process

- a. Job vacancies (other than entry-level) may be posted on the bulletin board for five workdays to provide sufficient time for all interested employees to review the opening's requirements and the position description.
- b. Employees who wish to be considered should contact the Manager or Franchisee within the time period that the job vacancy is posted.
- c. The employee may be asked to "bid" for the job by first completing an application form.
- d. After the posting period, the Manager or Franchisee will review all bids for the job and conduct interviews, when appropriate.
- e. The best qualified candidate will be selected.
- f. **Sangster's** retains the right to transfer a successful candidate to his or her new position only after a replacement is obtained for his or her current position.
- g. In the event an employee from **Sangster's** is chosen, he or she will serve an Introductory Period of ninety (90) days in the new position.
- h. Outside candidates shall be considered only after the job posting and job bidding process has been completed and no candidate from within **Sangster's** is determined to possess the skills needed to be successful in the job.

2. Equal Employment Opportunity Employer

- a. In keeping with **Sangster's** policy of Equal Employment Opportunity, vacant positions will be filled by the most qualified candidates.
- b. It shall always be the continuing policy of **Sangster's** that in the selection of employees for training, transfer, promotion or job assignment, the basis for such decisions, without limitation or discrimination, will be qualification and seniority.
- c. The primary factors in the selection process shall include, but not be limited to:
 - Demonstrated skill, knowledge and ability to perform the higher-level position.
 - Prior and current work performance.
 - Disciplinary record.
 - Attendance record.
 - Length of service.
 - Ability to get along well with customers and fellow workers.

3. Return to Former Position

- a. **Sangster's** recognizes that the responsibilities and requirements of higher-level positions may not prove suitable to a particular employee or to the company.
- b. In the event the employee or **Sangster's** decides that a promotional assignment is unsuitable, the promoted employee may be given an opportunity to return to his or her former position (if available) or a comparable position.
- c. If no former position is available, the employee may be subject to termination with the opportunity to be rehired at a later time.