

HRP102

PROMOTION POLICY AND PROCEDURES

Table of Contents

1. POLICY INTRODUCTION	3
2. SCOPE	3
3. ROLES AND RESPONSIBILITIES	3
4. POLICY STATEMENT	3
5. PROMOTION CRATERIA	4
6. ASSESSMENT	4
7. APPROVAL LEVELS	4
8. RELEVANT LEGISLATION	5
9. RELATED POLICIES & PROCEDURES	5
10. FEEDBACK	5
11. DOCUMENT CONTROL AND OWNERSHIP	5

1. POLICY INTRODUCTION

To establish a fair, consistent and transparent policy and process for promoting employees who are dedicated, hardworking and deserving of promotion, based on performance, into higher positions with increased salary and/or allowances.

2. SCOPE

This policy covers the promotion of employees, who have passed probation, into a higher position. Promotion may be due to:

- an increase in responsibilities and job content for a particular employee doing a specific job
- through selection for an internal vacancy

3. ROLES AND RESPONSIBILITIES

- **HR & Compensation Committee:** is responsible to approve promotions/ increases in salary or additional allowance (See Approval Level).
- **HR & Corporate Services Manager:** is responsible for the management of all promotions including receiving the line manager recommendations and briefing note, reviewing the supporting documents and ensuring that the relevant Department Executive approval is obtained, adding and discussing all requests with HR & Compensation Committee
- **Line Manager:** The line manager is responsible for making submission of the briefing note through the relevant Department Executive to the HR & Corporate Services Manager in cases where an employee's responsibilities and job size have increased deserving of increased salary and/or allowances.
- **Recruitment:** The Senior Recruitment officer is responsible for advertising all internal vacancies as required and for the interview and selection process in conjunction with the relevant line manager and the HR & Corporate Services Manager.
- **HR Representative** is responsible for ensuring that a promoted employee's amended letter provided as required, and to notify the IT Department to revalidate access requirements during the role change if require.

4. POLICY STATEMENT

GENERAL

- 4.1.** All vacant positions in the Company are to be advertised internally, as well as externally where appropriate, to give all employees who meet the criteria the opportunity to be considered for the role.
- 4.2.** All applications for a vacancy are to be treated in accordance with the Internal Recruitment Policy
- 4.3.** Once all processes completed and approval given the documentation is to be forwarded to HR for required action to be taken including issue of amended letter and updating ERP (Oracle Fusion) and other relevant spreadsheets.

5. PROMOTION CRITERIA

The following criteria is to be taken into consideration when promoting an employee:

- 5.1.** Availability of an approved and budgeted position on the Organization Chart.
- 5.2.** Demonstrates the Company values with a customer service focus
- 5.3.** Demonstrates initiative and drive and shows potential to perform at a higher level.
- 5.4.** The amount of time an employee has been in their current position. An employee should normally have been in their position for 2 years. However, employees with less than 2 years' may be considered if their performance merits it.
- 5.5.** An employee must normally have completed probation to be considered for a new position/promotion.
- 5.6.** Must meet the requirements of their current position and be assessed as "meeting requirements" or above in their Performance Review for the past two years where applicable.
- 5.7.** Must be capable of performing the job they are being promoted into.
- 5.8.** Meets the criteria detailed in the Position Description.
- 5.9.** No adverse/disciplinary record for past two years.

6. ASSESSMENT

Assessment is to be as follows:

- 6.1.** For an employee being advanced in their current position where there are no other suitable employees the line manager should prepare a briefing note covering all criteria through the Executive of the relevant department to the HR & Corporate Services Manager to add it for the HR & Compensation Committee meeting agenda as required, for approval.
- 6.2.** For all other vacancies involving promotions are to be handled in accordance with the Internal Recruitment Policy and candidates assessed as detailed in that policy.
- 6.3.** For all the managerial vacancies promotions, psychometric assessment is mandatory for the shortlisted candidates.
- 6.4.** as part of Emiratization plan, Emirati Employees will have priority for the senior positions if he/she meet all the criteria and has sufficient experience and relevant qualifications for the position. The department line manager shall send the recommendation with the required business case including employee's achievements to the department executive for the initial approval and then a copy to be sent to the HR & Corporate Services Manager for review and submission to the HR and Compensation Committee for final approval.

7. APPROVAL LEVELS

Approval levels are as detailed below:

- 7.1.** CEO AND DCEO: The Chairman of the Board
- 7.2.** BAND 6: The Chairman of the Board
- 7.3.** BAND 5: The HR & Compensation Committee on recommendation of the relevant Department Executive
- 7.4.** Band 4 and below: The HR & Compensation Committee on recommendation of the Department Manager and the relevant Department Executive

8. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
ABU DHABI HEALTHCARE INFORMATION AND CYBER SECURITY STANDARD [ADHICS] February 2019	Updated the HR Representative roles and Responsibilities

9. RELATED POLICIES AND FORMS

Policy & Procedure /Form

10.FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to ghse@nationalambulance.ae

11.DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR & Corporate Service Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

Change Brief

Version No.	Date	Change
1	June 2011	Initial document
2	March 2013	Update to document formatting, new Controlled Document number assigned. No change to document wording.
3	August 2015	Re-write of policy and procedure as required by audit
4	October 2019	Updated roles and responsibilities, Assessment and approval levels, adjustments done in the general and the promotion criteria clauses
5	January 2021	ADHICS Requirements: Updated the HR Representative roles and Responsibilities

CEO Approval

Board Member Verification