

	Standard Operating Procedures GHCD	DOC NO: 4.1.5	ISSUE: 2
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	HOD	Head of Company/Division/Department
2.0	Promotion		
	2.1	It is the policy of the Company to promote a performing staff to a higher grade upon recommendation by the HOD.	
	2.2	The criteria for promotion will be based on staff performance and availability of the position, as well as to be part of staff career advancement.	
	2.3	Some of the criteria to be considered during the promotion will be as follows:	
		<ul style="list-style-type: none">• Qualification• Years of service/experience• Extra skills and knowledge• Competency• Appraisal ratings• Attitude	
	2.4	Promotion is solely at the Top Management's discretion and upon recommendation by the HOD and GHCD.	
3.0	Promotion Exercise		
	3.1	Promotion exercise may take place under the following situations;	
		<ul style="list-style-type: none">a) Promotion at the beginning of the financial year, an exercise done simultaneously.b) Promotion at any other time of the year depending on the needs of the Company and on case to case basis.	
4.0	Notification of Promotion		
	4.1	When the promotion takes effect, the Company shall inform the staff concerned in writing.	