

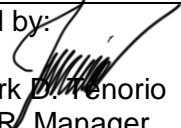
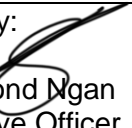
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	LATERAL TRANSFER	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-012
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide specific guidelines on employees Lateral Transfer.
2. To ensure that lateral transfer of employees are documented and procedures are strictly observed.

POLICIES:

1. The company allows lateral transfer of employees to efficiently manage manpower allocation as needed by the business. Thus, it is a policy that lateral transfer of employee should be documented, with justifiable reason and approval.
 - a. Employee can initiate lateral transfer but it is the management's discretion to approve such request depending on the business needs.
 - b. Management may require any employee for a lateral transfer as the business would require such.
2. "No Employee Action Notice (EAN), No Movement" any manager or employee who is scheduled for lateral transfer should have an EAN issued by Human Resources Department.
 - 2.1 In case of immediate movement, a notice/authorization will be issued by HRD and employee action notice shall follow on the following month as scheduled processing and official date of transfer.
3. Headcount complement must be considered prior lateral transfer. Thus, managers must consider that the lateral transfer should not deprive or affect employee's salary in the event of lateral transfer.
4. Employee on a lateral transfer is not required for any salary adjustment.
5. Lateral transfer should be planned. Lateral transfer will only apply every last week of the month through Regional Manager.
6. Immediate lateral transfer of employee will be considered provided with justification from Area Manager and must be duly approved by Regional Manager.

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7. For transfer of position from Marketing Assistant to Account Counselor, It is a mandatory requirement to submit a Non Professional/Professional Driver's License (Restriction number 1) as required by the new role.

PROCEDURE:

1. Voluntary Lateral Transfer

1.1 Branch Manager

- 1.1.1 Employee must submit request of Lateral transfer indicating his/her reason of transfer duly review and noted by Branch Manager.
- 1.1.2 Branch Manager will endorse to Area Manager for review and acknowledgement.

1.2 Area Manager

- 1.2.1 Area Manager must review the reason of their lateral transfer and validate if transfer to another position will be possible as to headcount complement requirements of the business.
 - 1.2.1.1 For Inter Area lateral Transfer, Area Manager must coordinate to the respective Area Manager if there will be needed headcount to facilitate transfer.
 - 1.2.1.2 If lateral transfer to another position to other area will be possible, both area manager must approved on the request

1.3 Approved Requests should be forwarded to Human Resources Department upon approval.

- 1.3.1 For Rank and File Position- Area Manager should submit approved request
- 1.3.2 For Branch Manager to Area Manager Position- Regional Manager must submit request
- 1.3.3 For Regional Manager and Operations Manager- Management's Approval

1.4 Approved request to lateral transfer must follow the schedule date of transfer based on this policy.

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2 Mandatory Transfer of Employee

2.1 Branch Manager

- 2.1.1 In case that there will be a need to lateral transfer an employee to another position, Branch Manager must inform the Employee at least 1 week to facilitate proper turnover of accountabilities
- 2.1.2 Branch Manager will endorse the Transfer Letter to Area Manager for careful review and acknowledgment.

2.2 Area Manager

- 2.2.1 After careful review. Area Manager must fill out Employee Movement Request--EMR (See annex A) acknowledged by the employee and must be duly noted by the Regional Manager.

2.3 Regional Manager

- 2.3.1 Regional Manager should acknowledge and approve.
 - 2.3.1.1 Approved EMR should be forwarded to HR Employee Movement copy furnished Operations Support and HR Manager.
 - 2.3.1.2 Approved EMR will be issued by corresponding Employee Action Notice by HRD.

2.4 Receiving copy of employee action notice must be returned immediately to HR Employee Movement via email and hard copy must be transmitted to HRD for documentation purpose.

2.5 Disapproved employee movement will be notified via email for review and further justification.

3 Immediate Transfer

3.1 Branch Manager

- 3.1.1 In the event that there will be an immediate need to lateral transfer of employee, the employee will be notified at least 3 days prior to the actual date of transfer.
- 3.1.2 Branch Manager will endorse capable employee for immediate transfer of position and duly acknowledge by Area Manager.
- 3.1.3 Immediate may be the management's decision to sustain urgency of manpower in order to support business needs.

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3.2 Area Manager

- 3.2.1 After careful review. Area Manager must fill out Employee Movement Request--EMR (See annex A) acknowledged by the employee and must be duly noted by the Regional Manager.

3.3 Regional Manager

- 3.3.1 Regional Manager should acknowledge and approve.

3.3.1.1 Approved EMR should be forwarded to HR Employee Movement copy furnished Operations Support and HR Manager.

3.3.1.2 Approved EMR will be issued by corresponding Employee Action Notice by HRD.

3.4 HRD will provide notice to the employee about his/her lateral Transfer through Employee Action Notice as Confirmation of his/her official lateral Transfer.

3.5 Regional Manager must return Receiving copy of employee action notice to HR Employee Movement via email and hard copy must be transmitted to HRD for documentation purpose.

- 4 For Marketing Assistant to Account Counselor transfer, it is a mandatory requirement to submit a copy of Non-Professional/Professional Driver's license with restriction number 1

5 Form Explanation

PARTICULAR

EXPLANATION

5.1 Requested by : Name of Requesting Manager (Commonly Area Manager)

5.2 Confirmed by : Name of Approving Manager (Commonly Regional Manager)

5.3 Date of Request: Indicates the actual date of request.

5.4 Name : Indicate the name of employee(s) who will be transferred.

5.5 Branch : Indicate employee's originating Company and Branch

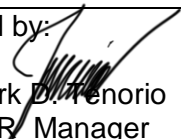
5.6 Position : Indicate employee's Current Position

5.7 Movement Request: Check the column that corresponds to the type of movement (Change Position, Branch Transfer, Salary Increase)

5.8 Movement Recommendation: Indicate employee's new position to handle.

5.9 Effective date : Indicate date of transfer.

5.10 Reason for Movement: Indicate justification for employee's transfer.

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5.11 Acknowledged by: Ensure signature of employee(s)

5.12 Recommended by: Area Manager's signature over printed name

5.13 Approved by: Regional Manager's signature over printed name

Annex A

mitsukoshi MOTORS PHILIPPINES INC.		EMPLOYEE MOVEMENT REQUEST								
REQUESTED BY	:	Printed Name / Signature (Area Manager)								
CONFIRMED BY	:	Printed Name / Signature (Regional Manager)								
DATE OF REQUEST	:									
<div>+</div>										
No	Name of Employee/s	Company-Branch	Position	Movement Request (Please check type of movement)			Movement Recommendation (TRANSFERRED TO:)	Effective Date	Reason for Movement	Acknowledged by: (Employee's Signature)
				Change Position	Branch Transfer	Salary Increase				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Recommended by:				Approved by						
Area Manager's Signature over Printed Name				Regional Manager's Signature over Printed Name						
-----To be filled up by HR Department Only-----										
Remarks:										
REVIEWED BY: _____				APPROVED BY: _____						
HR ASSOCIATE				HR MANAGER						

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