 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent Management	
SR.HR.P.02.003	Policy : Internal Transfer and Promotion	
Supersedes Policy No: <u>n/a</u>	Issued on: 16 October 2017	Effective Date: 1 November 2017

### **Purpose:**

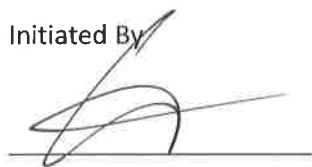
Savan Legend Resorts Sole Company Limited commits to support all employees career development, especially the potential and best performance ones who, by themselves, initially and voluntarily would like to embrace the growth and commit to take the new responsibility. By the collaboration of concerned Department Heads who would be the direct coach/trainer, we believe our great talent will be retained and recognized. It reflects to the company core values '**Entrepreneurship**'

### **Procedures:**

#### **1. General**

- 1.1 Human Resources regularly update the job vacancy and track the employee performance and career development, together with Department Head's supervising/support. Keep the employee update of the opportunity and support their preparation in all aspects.
- 1.2 Department Head arranged to discuss with the interest/potential employee, draft out the **Career Development Plan (CDP)** and support him/her during the period to be ready for next role.
- 1.3 In all cases, the interest employee has to fill up the '**Internal Transfer and Promotion Form**' by asking from Human Resources department. Human Resources will advise the policy and procedures when the concerned Department Heads will be prior informed of their employee interest.
- 1.4 The condition of year of service must be met according to following details:
  - 1.4.1 For internal transfer and/or promotion WITHIN the department, employee must be in the current position for minimum of 6 months
  - 1.4.2 For internal transfer and/or promotion to DIFFERENT department, employee must be in the current position for minimum of 1 year
- 1.5 Preliminarily, the applied employee must be the good performance employee in the current position. The following aspects are the guideline to assess if the transferred/promoted applicant is potential:
  - Past Performance Appraisals
  - Any Career Development Plan is complete
  - Experience & Education

Initiated By



Director of Human Resources

Approved By



Chief Operating Officer

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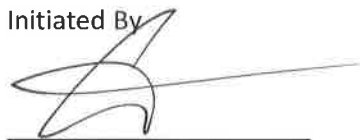
- Disciplinary record (if any)
- Efficiency , Skills and Competencies to be successful in the applied position
- Training Attendant & Activity Participation record
- Cross Training Record
- Leadership/Supervisory Training is attended and/or certified
- Health & Safety record

- 1.6 In all related to remuneration and benefit offer, Department Head could propose to Human Resources to verify and Human Resources will propose to COO to finalize before we inform to the employees.
- 1.7 Regarding the related benefit to the year of service, all would be calculated by pro-rata of each position, such as: Leave, Bonus and Yearly Salary Increase (if any)
- 1.8 The accepted department will absorb all outstanding public holiday and annual leave of transferred employee, but the released department may allow to use before the new position commences
- 1.9 The accepted department will be responsible in all preparation such as Uniform, Email, Desk and etc. and the transferred employee must return all equipment/tools to the released department.

## **2. Internal Transfer (to different department)**

- 2.1 Employee submits the signed approval document to Human Resources department. Any enclosed update document, such as: CV, Education/Training certificate, Cross Training completion and etc.
- 2.2 Human Resources arrange the interview appointment firstly with Human Resources and next with the received Department Head. There may be the test if job is required. This process is compulsory to ensure the fairness to all candidates; both internally (other current employees) and externally (other new applicants from outside the company).
- 2.3 Once the candidate passes the interview, Human Resources will coordinate both Department Heads to find the suitable timeline, but it must not be over 45 days after both released and received Department Heads sign in the transfer document. This is to ensure both departments are planned and operated seamlessly. Besides the transferred employee could have enough time to prepare the job handover.
- 2.4 Department Head need to do the 90-day evaluation to that transferred employee when there is no need for the employee who has already complete the cross training program in that certain transferred position/department.

Initiated By



Director of Human Resources

Approved By



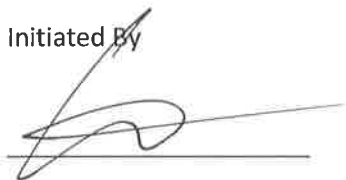
Chief Operating Officer

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### 3. Promotion

- 3.1 Employee may send the update document of Education/Training certificate, Cross Training completion and etc. to Human Resources to keep in the employee profile as the career development reference
- 3.2 Test may be required. This process is compulsory to ensure the fairness to all candidates; both internally (other current employees) and externally (other new applicants from outside the company).
- 3.3 'Acting' status is defined as the special/key position that both company and employee are agreed on the purpose of performance assessment and it may take some periods to guarantee that the employee are qualified. Level and benefit will not be changed, however any special condition is considered and approved by COO.
- 3.4 Department Head needs to do the 90-day evaluation to that promoted employee, but there is no need for the one who has been in 'Acting' status before.

Initiated By



Director of Human Resources

Approved By



Chief Operating Officer



### INTERNAL TRANSFER / PROMOTION FORM

Employee Name: \_\_\_\_\_ Employee ID No.: \_\_\_\_\_

Current position: \_\_\_\_\_ Department: \_\_\_\_\_

Employed Date: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Last Position: \_\_\_\_\_ Effective on: \_\_\_\_\_

Request for ☐ transfer/ ☐ promotion to position: \_\_\_\_\_ Department: \_\_\_\_\_

Reason for the transfer/promotion: \_\_\_\_\_

By affixing my signature below, I have read and understood clearly in all contents of the Internal Transfer and Promotion Policy and Procedures. I realize and accept the new position with responsibility of job/task requirement and other conditions of amended employment at the accepting department, including the 90-day evaluation period (if applicable).

With best regards,

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Releasing Department: \_\_\_\_\_

☐ Approve

☐ Disapprove

Remark: \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Human Resources: \_\_\_\_\_

☐ Approve

☐ Disapprove

\_\_\_\_\_  
Director/Manager - Human Resources

\_\_\_\_\_  
Date

Accepting Department: \_\_\_\_\_

☐ Approve

☐ Disapprove

Remark: \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Executive Office: \_\_\_\_\_

☐

Approve

☐

Disapprove

\_\_\_\_\_  
Chief Operating Officer

Confirmed new position: \_\_\_\_\_

Effective Date for new position: \_\_\_\_\_

Salary: \_\_\_\_\_

Remark: \_\_\_\_\_