

	Promotion Policy	HRPO28
--	------------------	--------

## Document Identification

<b>Title</b>	Promotion Policy
<b>Document Id</b>	HRPO28
<b>Revision Number</b>	1.0
<b>Release date</b>	15/01/2013
<b>Status</b>	Released
<b>Owner</b>	Priya
<b>Author(s)</b>	Rabindra
<b>Approver(s)</b>	Souvik
<b>Releaser</b>	MR
<b>Confidentiality</b>	Company Internal

## REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	souvik

## 1. POLICY PURPOSE

The objective of this policy is to formalise the criteria and administration for grade promotions.

	<b>Promotion Policy</b>	HRPO28
--	-------------------------	--------

## 2. POLICY SCOPE

The policy is applicable to all grades of employees in the organization

## 3. POLICY DESCRIPTION

Promotion refers to a vertical job movement whereby an employee is moved up to a higher job grade from his / her existing grade and with a change in job title.

### Policy for Promotion to All Levels

It is the policy of the Company to promote existing employees wherever possible.

Promotion is conditional upon:

An employee's past exceptional performance. A minimum of "4" rating for their performance is required for the past 2 years.

An employee meeting the minimum requirements of a job such as:

- Education
- Technical / Professional Experience
- Communication skills
- Computer / Technical Competence
- Team Player
- Proactive

It is the responsibility of all Managers to assess the suitability of their staff for promotion. Recommendations are to be reviewed with the respective Heads of Department. The Head shall give final approval.

### Policy for Promotion to Managerial Grade

The Human Resources Department will convene a discussion with the promotion committee to evaluate all recommended candidates for promotion to Managerial grade.

The Business Group Head shall form the Promotion Committee to evaluate and have the final approval for promotion to Manager & above.

Where an external candidate is identified for job category Manager & above, the Human Resources Department will convene an interview panel with not less than 2 members of Promotion Committee to assess the suitability of the external candidate.

The promotion criteria for internal staff will also apply to the external candidate.

### Promotion Increment

The employee concerned shall be given a promotion increment, which will be determined by the Management. The new salary shall not be lower than the minimum salary of the new grade.

### Frequency of Promotion Exercise

	<b>Promotion Policy</b>	HRPO28
--	-------------------------	--------

The promotion exercise shall be carried out two (2) times per calendar year. The effective date for promotion shall be 1st July and 1st December respectively.

## 4. POLICY DEPLOYMENT

Managers are to put up recommendations using the Promotion / Salary Adjustment recommendation form to the Department Head for review.

Where the Head approve the promotion, HR will prepare the promotion letter to be handed to the employee through the Head of Department.

For promotion to Manager / Sr Manager and above, HR will review all to change recommendations before initiating a promotion discussion with the respective Promotion Committee.

## 5. POLICY REVIEW

The policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.