

Promotion Policy

Version – 1.0



PROMOTION
POLICY





Employee promotion policy

This employee promotion policy is considered to be a starting point for setting up the growth journey with Runwal Group..

Objective

Our employee promotion policy presents our guidelines for advancing and promoting employees from within our company. We want to invest in our employees and reward those who perform well.

This policy includes the process that managers must follow when promoting employees.

Scope

This policy applies to all employees who are eligible for promotion. Employees may be promoted only after their 2 years of tenure completion.

"Promotion" may be a move to a position of higher rank, responsibility and salary. Promotion may lead to a career / role change that helps employees develop and grow to the next level in the organisation.

Employees may be promoted within the same or another department or office/ site location.

Policy details

Promotion to the employees is based on their performance and workplace conduct. Following are the criteria for promotion:

- Experience in the role or tenure (min. 2 years is required).
- High performance level in [two] last recent review cycles.
- Skillset that matches the minimum requirements of the new role.
- Personal motivation, willingness and commitment for additional responsibilities.

These criteria reflect the bigger picture of an employee's work. Managers/ Superiors should avoid making decisions for promotion based on recent or insignificant events. They should keep logs with important incidents that they might want to consider when it's time to promote one of their team members.

In accordance with our company policies, promotions cannot be based on the following criteria:

- Managers' subjective opinions unsupported by performance evaluations.
- Discrimination.



- Fraternization,
- Favoritism.

To avoid such incidents, Managers / Superiors must keep good records of their promotion evaluation process.

When can managers consider employees for promotion?

Promotions may occur when:

- A job opening is available and our company wants to fill it from within - IJP.
- An employee has consistently good performance evaluations and their manager deems them ready for the next step in their career.
- An employee acquires a credential/ higher education (degree etc.) that allows them to advance.

Process for standard promotions

During this process, managers may consider selecting employees to move to a higher-level position, or a position that better matches their skills and aspirations.

Managers should follow this process:

1. Meet with employees to talk about their career goals and/or aspirations for a promotion. Managers should create career plans for their team members.
2. Identify opportunities to promote one or more team members, if applicable (by either filling vacancies creating new jobs or enhancing job titles.)
3. Discuss the promotion with [HR/ Department Head/ CEO/COO] to receive approval. Managers/ Superiors should also ask HR about the new position's salary range and any new benefits they should present to their team members.
4. Arrange a meeting with the employee to determine.

Managers must keep detailed records of the process to support their decisions to promote employees. These records may also come in handy if other employees find the decision unfair or sue the company.

Internal job posting

We encourage HR to post job openings internally. Talent acquisition team should post the job internally for a period of time before they post externally or post at both places at the same time. Internal candidates may be given priority in the hiring process since they're already familiar with our culture and expectations.

Job postings should mention if the promotion involves relocation. Discrimination against protected characteristics is prohibited both for internal and external hiring decisions.



Managers/ Superiors should assess the job openings internally:

1. Consider all applications equally, based on their predetermined requirements.
2. Determine whether an internal team member has the skills to perform the job.
3. Examine recent performance evaluations of internal candidates.
4. Interview qualified internal candidates, if necessary.
5. Inform candidates whether they were selected for promotion. After the employee has accepted the job, the manager/ superior should inform HR and the employee's current supervisor, if appropriate.
6. Keep records of the application review process and note the criteria with which they rejected/ hired an internal candidate.

Redesignation and not Promotion

Managers/ Superiors can choose to expand employees' duties, authority and autonomy without promoting them directly. For example, a Sales Manager may become a team leader (role) and based on his performance and past experiences, can be redesignated to Team Leader. These changes may not always come with a formal Promotion or salary raise awarded as received with the promotion.