

Employee Review & Promotion Policy

The Employee Review & Promotion policy presents the guidelines and processes for advancing and promoting employees within the company. We want to invest in our employees and reward those who perform well.

General rules:

Promotion of any employee can only be approved by the line manager 2 levels up in the organizational hierarchy. In case, the local office lacks the depth in organizational hierarchy, the next level is the group headquarters. The purpose of this is to eliminate any biasness to the process.

Applicable Scenarios:

- A . Confirmation of new hire upon completion of probation
- B . Annual review at Financial Year End June Closing
- C . Ad hoc review for salary adjustment or promotion during the year

A. Confirmation of new hire upon completion of probation

Timeline: At least 1 week before end of probation period

Procedure:

1. Direct Line Manager will initiate the first review by completing the Staff Review Form and discuss with the employee on his performance.
2. Direct Line Manager will then submit completed form to Site Manager for second and final approval for confirmation of position title and salary adjustment, if any. Note: If 1st level is Site Manager, the final approval will be required from HQ Management - JH/SY.
3. Upon receiving 2nd level approval, HR will prepare confirmation letter for employee to sign and acknowledge.

B. Annual review at Financial Year End June Closing

Timeline:

1. Direct Line managers – recommendation by 31 May
2. SY/JH – final decision by 30 June
3. Letters to be issued to employees – by 15 July for effective 1 July adjustments

Procedure:

1. Direct Line Manager will initiate the first review by completing the Staff Review Form and discuss with the employee on his performance.

2. Direct Line Manager will then submit completed form to Site Manager for second approval.
Note: If 1st level is Site Manager, this step will be skipped.
3. Site managers to endorse on the Staff Review Form and propose salary adjustment and Individual Performance bonus to HQ by 31 May.
 - a. Salary guide for adjustment is country inflation + 2%. (This amount can be compromised if there is an outstanding performance and promotion is warranted. General guideline on promotion salary increment – 8-12% on base salary).
 - b. Sales staff are not entitled to bonus.
 - c. Employee must be confirmed on or before 1 June of the financial year to be eligible for performance bonus payout of that year.
 - d. Employee who did not work for full financial year from July to June, but confirmed before 1 June of the financial year, will have their bonus pro-rated based on number of completed months worked.
 - e. Employee who resigns prior to the payout of the performance bonus date will not be eligible for the payment of bonus.
 - f. Fixed Site Performance bonus will be determined by HQ.
4. Upon HQ finalization, HR will prepare salary adjustment letter by 15 July for employee to sign and acknowledge.

C. Ad hoc salary adjustment or promotion during the year

Timeline: Ad hoc, at any time the Direct Line Manager assess that there is a need to conduct a review

Procedure:

1. Direct Line Manager will initiate the first review by completing the Staff Review Form and discuss with the employee on his performance.
 - a. Salary increment – 8-12% on base salary (Beyond this range, please apply to HQ).
2. Direct Line Manager will then submit completed form to Site Manager for second and final approval for confirmation of position title and salary adjustment, if any. Note: If 1st level is Site Manager, the final approval will be required from HQ Management - JH/SY.
3. Upon receiving 2nd level approval, HR will prepare salary adjustment letter for employee to sign and acknowledge.