



**Title:** Promotional Increase Policy

### Procedures & Forms

HR Policies and Procedures  
Proposal for employee promotion form  
Salary and Benefits Adjustment Form

### Effective Date:

This version supersedes all previous policy and practices related to Promotional Increase Policy. This policy is effective 1<sup>st</sup> February 2014

### Background

We aim to retain the best employees in the business through a comparative Compensations and Benefits Scheme. This will be partially achieved by ensuring we have a consistent policy in terms of compensation and Benefits enhancements for all employees that are promoted within the business.

### Scope

All employees under the umbrella of the “Group” are governed by this policy.

### Policy and Procedure

All employees when identified for promotion will have passed all the requirements to fulfil the role.

This may include (all or some) of the following elements:

- Demonstrated measurable excellent results on a consistent basis
- Received Good Appraisal or passport reviews
- Have excellent record of time keeping
- Shown a sickness record of less than company average %
- Demonstrated skills that are required for the job to be promoted into

The CEO and Group HR Director will meet bi-monthly (during the first 15 days), and review all employees who are promoted under this policy. During the review, a decision will be made on the employee’s suitability to be offered the role permanently (after which his /her salary will be adjusted in line with the band of the role being offered).

For the review, the panel will need to be provided the following data:

- Employees start date in KOJ and Career path to date
- Employees Passport (min last 3 reviews for retail) and Appraisal Copy
- Updated Job description for role
- T&A report for the last 3 months
- Reason for promotion request (with measurables)
- Increase benefits / Salary proposal form completed by Manager who is proposing the promotion.

Following the review, HR will feedback the outcome for each candidate, this will be either:

- Accepted, in which case HR will type a promotion letter stating the new offer
- On Hold, will be reviewed at the next quarterly meeting due to insufficient data
- Rejected, with reason advised and letter to support.

The decision of the panel will be final, and no further correspondence will be entered into. If Insufficient data was provided; this is an issue that needs to be dealt with by the line Manager

Important all requests are supported with all relevant documents, and are received by the HR Department by the 1st of each review month.

Review Months (will be in the first 15 days of the month stated)

- January
- March
- May
- July
- September
- November

### **Maintenance and amendment of the policy**

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.