

Promotion Policy

Intent

India International House Ltd has adopted this policy to foster the advancement of its employees. This policy enhances the upward mobility of staff members, and complements the present business practices at IIHL which allow for personnel development.

The Promotion Policy is based on the recognition that in the course of meeting organizational objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion. Consistent with prior practice, all positions will be filled through IIHL search and screen procedures. Exceptions may be requested through the appropriate Vice President; the business, organizational, fiscal and legal implications of the request must be fully explained and justified.

Persons seeking to promote staff members in their respective areas are reminded to pay particular attention to past annual performance evaluations. These documents indicate prior performance levels and accomplishments in the department, illustrating, for example, how effectively the tasks assigned were completed.

Policy Statement

It is India International House Limited goal to ensure maximum opportunity for promotion from within, consistent with the commitment to organizational needs, equal opportunity and applicable contractual agreements.

It is recognized that a promotion may occur in the following cases:

1. A reclassification of the individual's existing position as a result of the individual performing duties at a higher degree of responsibility and complexity than the current classification calls for. This requires an audit of the position through the job evaluation process.
2. The filling of an existing higher-level vacancy by a promotable individual at a lower classification.

Both processes must include a current job description and a new job description of the individual being promoted. Accordingly, it is IIHL policy to provide internal employment to qualified candidates through intradepartmental and interdepartmental promotion whenever possible.

The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all IIHL employment policy requirements must be fully met and documented. Employees are to be considered for promotion regardless of age, sex, race, color, national origin or disability.

Eligibility

For the purpose of this policy, a promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher salary level. All IIHL employees who have successfully completed the probationary period specified by conditions of employment or contract are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each department and posted on the IIHL intranet on a regular basis.

Supervisors should also be aware that promotable candidates need only satisfy the qualifications as specified in the job description and not the qualities, skills or knowledge of the incumbent.

Implementation

Posting and/or Advertising

Supervisors should encourage all support staff member within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified internal applicants are duly considered for vacancies in their unit before recruiting outside candidates. Accordingly, to promote internal mobility, a procedure for waiving job posting requirements and/or external advertisement has been established.

For promotions, the following criteria should be considered:

1. The positions are in the same department, and one position genuinely prepared the incumbent for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable.
2. The incumbent has already demonstrated the ability to perform the higher job.
3. The incumbent has met any special requirements such as a course or a skill.
4. An employee on layoff status is to be rehired.

All interdepartmental promotions will be posted if the intradepartmental search has not been successful.

