

POLICY STATEMENT

The company is committed to provide career paths to higher positions of responsibility and authority with in the organisation. It recognises that career progression is dependant on increasing employee skills and abilities and offering the opportunity of promotion.

This is achieved in part with internal advertisement and recruitment to vacant or new created positions with in the company.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

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Policy

It is the policy for the company to provide career paths for all employees to higher positions of responsibility.

Procedure

1. If or when a vacancy occurs in a management position, all employees who may have the necessary qualifications to fill the vacancy, regardless as to their current position the employee is presently employed in or in which section of the company the vacancy is, have the right to be considered.
2. If the management decides that the vacancy externally is to be advertised, then on or before the first date of advertising the position outside of the company, it is the responsibility of the Director concerned, to mail a full copy of the proposed advertisement (together with any other background data) to all employees.
3. Directors, upon receipt of such proposed advertisements, are required to ensure that the vacancy receives adequate publicity within their own area of responsibility and should bring it especially to the attention of any of their own staff whom they have reason to consider as being a possible applicant for the vacant position.
4. The Director, initiating the advertisement shall consider all applicants from within the company on an equal basis.
5. When making the final decision upon the applicants and in the event of an applicant from within the organisation having the qualifications and other criteria for the position at least being equal to any other applicant, preference will be given to the applicant who is already an employee.
6. When the successful applicant comes from somewhere within the company, it should not be overlooked that among the unsuccessful applicants there may be a person who could adequately fill the vacancy that will be created by this promotion from within.
7. Managers are reminded that all unsuccessful applicants should be so notified promptly once appointment has been confirmed with the successful applicant.