

**EMPLOYEE MOVEMENT POLICY
HUMAN RESOURCE DEPARTMENT**

Document No	Issue No	Revision No	Effective Date
R43	1.0	1.0	01.03.2025

Revision History

Amended to be aligned with the current process and procedure of Jaya Grocer.

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1) Objective

The purpose of this Employee Movement Policy is to outline the company’s approach to employee movement within the organization, including promotions, transfers and redesignations. This policy ensures transparency, consistency, and fairness in managing employee career progression and organizational needs.

2) Introduction

The guideline contained in this policy is applicable to all employees and is intended to provide clear guidelines for how movement within the organization will be managed.

3) Promotion

3.1 Definition

Promotion refers to the elevation of an employee to a higher position within the same department or in a different department, typically associated with an increase in responsibilities and a corresponding increase in compensation.

3.2 Criteria for Promotion

3.2.1 Performance: Employees must demonstrate consistent high performance in their current role, as evidenced by performance appraisals, achievement of goals, and

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other relevant metrics.

3.2.2 Skills and Qualifications: Employees should meet the necessary qualifications and competencies required for the promoted role.

3.2.3 Seniority: Preference may be given to employees who have been with the company for a certain period, subject to meeting performance and qualification criteria.

3.2.4 Organizational Needs: Promotions will also depend on the company's organizational structure, growth, and requirements.

3.3 Promotion Process

3.3.1 Payroll will be notified on the approved promotion and will proceed with letter issuance and salary adjustment in HR system.

4) Transfer

4.1 Definition

A transfer refers to the movement of an employee from one position to another within the same organization, which could involve a change in location, department, or role without a change in salary grade.

4.2 Types of Transfers

4.2.1 Lateral Transfer: A change of role or department within the same pay grade or level.

4.2.2 Geographical Transfer: A transfer to a different geographical location or office of the company.

4.2.3 Inter-Departmental Transfer: Moving to a different department or function in the organization.

4.3 Transfer Criteria

4.3.1 Employee Request: Employees may request a transfer for personal or professional reasons, subject to availability and operational needs.

4.3.2 Operational Requirements: Transfers may be initiated by management to meet business needs, such as filling vacancies or ensuring better resource allocation.

4.3.3 Performance: Consistent good performance in the current role is typically a prerequisite for considering transfers, especially for inter-departmental movements.

4.4 Transfer Process

4.4.1 Employees interested in a transfer must submit a request in writing to their supervisor or Retail Resource Management (RRM).

4.4.2 The relevant department head or RRM will review the request, considering operational needs, performance, and business objectives.

4.4.3 The transfer decision will be communicated to the employee within a reasonable timeframe, with any required training or onboarding being provided if necessary.

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5) Redesignation

5.1 Definition:

5.1.1 Redesignation refers to a change in an employee's job title or role without a significant change in duties, responsibilities, or compensation.

5.1.2 This often occurs due to changes in organizational structure or to better align the title with actual job functions.

5.2 Criteria for Redesignation

5.2.1 Organizational Restructuring: Redesignation may occur as a result of restructuring within a department or company, where roles and responsibilities are realigned.

5.2.2 Role Alignment: If an employee's role has changed significantly in scope or nature but does not meet the criteria for promotion, a redesignation may be appropriate to better reflect the responsibilities.

5.2.3 Employee Development: In some cases, employees may be redesignated to reflect their developing skills or expanded responsibilities.

5.3 Redesignation Process

5.3.1 The employee's supervisor or department head will submit a request for redesignation based on changes in role or responsibilities.

5.3.2 The HR department will review the request, ensuring that the redesignation aligns with the company's job classification system.

5.3.3 Once approved, the employee will be informed of the redesignation, and updated job descriptions will be provided.

6) General Guidelines for Employee Movement

6.1 Communication: All decisions regarding employee movement (promotion, transfer, salary adjustment, redesignation) will be communicated in a clear and timely manner to the employee involved which must be approved by the Head of HR.

6.2 Documentation: All movements, including promotions, transfers, and salary adjustments, will be documented in the employee's personnel file.

6.3 Fairness: The company is committed to ensuring that all employee movements are made based on merit, business needs, and fairness.

IMPORTANT NOTE

Notwithstanding with the above, the Management at its sole discretion, reserves the right to amend, and or delete the contents of this guideline or any part of it from time to time.