

FAST TRACK PROGRAM POLICY
HUMAN RESOURCE DEPARTMENT

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Process Owner		
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1) OBJECTIVE

The objective of this policy is to provide a structured framework that facilitates career advancement opportunities for employees within the organization. Through this program, employees will be empowered to develop their skills, knowledge, and capabilities, thereby enhancing their qualifications for higher-level positions. In addition, the program aims to foster a culture of meritocracy and fairness.

2) INTRODUCTION

This policy defines and explains the guidelines for promoting employees to a higher job grade/position under the Fast Track Program. This policy includes the process that managers must follow when promoting employees.

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3) POLICY

3.1. Guidelines

- 3.1.1. A promotion may happen if the company identifies employees with good performance who have shown potential for a job at a higher job grade.
- 3.1.2. Promotion is not a reward for seniority but rather for good performance and potential.
- 3.1.3. Promotion may be a move to a position of higher grade, responsibility, and salary; however, it may not necessarily come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees develop and grow.
- 3.1.4. For operation/outlet staff, promotions are limited to a jump of one (1) or two (2) job grades (case to case basis). For HQ employees, promotions are limited to a jump of one (1) job grade only.

3.2. Procedures

3.2.1. Company's roles and decision

- a) The Company prioritizes advancing and promoting employees from within the company and investing in employees and rewarding those who perform well and have shown potential for vertical career advancement.
- b) The Company is not obliged to promote an employee. The Company reserves the right and shall decide at its sole discretion on filling any vacancies internally or with an external candidate.
- c) The Company shall, at its discretion, decide on salary increases and other benefits that may be accorded to promoted employees.

3.2.2. Selection of an employee for a Fast Track Program

- a) The employee has completed at least one year and one performance review cycle in the current role.
- b) Employees identified for Fast Track Program shall be thoroughly assessed on their readiness and suitability for the new function on three

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(3) broad categories that are (a) performance, (b) tidiness and (C) potential.

- c) Employees may be identified for promotion within the same or another department or branch in the same job function or other functions identified.

3.2.3. Probation/trial period (before promotion)

- a) Employees identified for promotion may be placed on probation/trial for six (6) months to assess their suitability for the new function, which may be extended for an additional six (6) months at the discretion of the company.
- b) During the probationary period, employees' performance and suitability for the promoted position will be closely monitored and employee benefits will remain unchanged until they are confirmed in the promoted position and job grade.
- c) Employees on probation/trial and failing to meet the expected performance level shall remain in their current role after the probation/trial period ends.
- d) The Training & Development team will provide necessary training sessions during the probation/trial period, and employees are required to attend these sessions.

3.2.4. After Promotion

- a) An employee will be re-designated to the new role and shall be notified in writing.

3.2.5. Salary increment

- a) A promotion does not necessarily guarantee a salary increase and shall be decided by the company.
- b) A promotion does not necessarily guarantee a salary increase in cases where an employee is already at a certain salary ceiling/level and shall be decided by the company. In such cases, an employee will be re-

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designated to the new role without a salary increase and notified in writing.

3.2.6. On an ongoing basis

- a) The managers/ immediate superior shall identify trainings and provide necessary support for the newly promoted employee to perform in the new function successfully and allowed them to attend the training session conducted by the Training & Development department
- b) Employees are required to perform and maintain their performance level and excel in the new function. The Company through periodic reviews and annual performance reviews shall assess the employee's performance level.
- c) Failure of an employee to maintain their performance in the new function shall result in them being put into a performance improvement plan and subsequently be demoted or dismissed if they continue to fail to meet the expected performance level.

3.2.7. Others

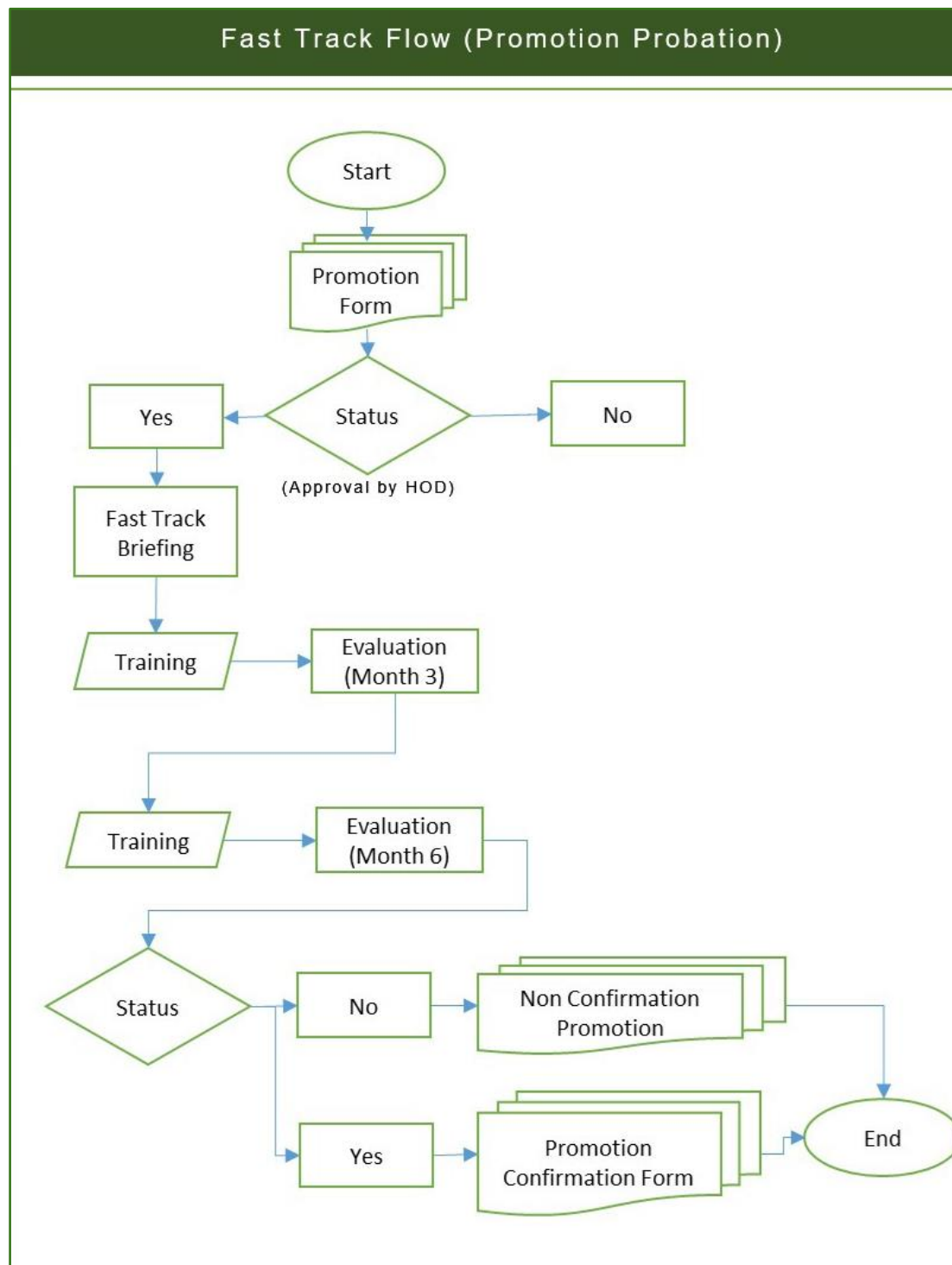
- a) Salary matters are highly confidential, and it is imperative that employees do not share or discuss this information with any unauthorized parties.
- b) The Company reserves the right to amend this policy from time to time and shall notify all employees when such amendment has been made and has been approved by the Management.
- c) Should there be a translation of this policy into other languages, the English version of this policy shall be authoritative in the event of any dispute or confusion

Important Note

Notwithstanding the provisions above, the Management reserves the sole and absolute discretion to amend, modify, or delete any part of this policy at any time without prior notice.

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Fast Track Program Flow;




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Fast Track Promotion Operation/Outlet (Job Grade)

Outlet / DC Operation (6 Months)				
Current Grade	Current Position	To	Fast Track Promotion Grade (Max Jump Grade)	Fast Track Position
S1	Supervisor / Butcher	➔	E1	Department Head
S2	Assistant Department Supervisor / Assistant Chief Cashier 2	➔	E2	Department Executive / Chief Cashier
S1	Assistant Chief Cashier 1	➔	E3	Chief Cashier 2
S2	Assistant Department Supervisor / Assistant Chief Cashier 2 / Department Associate		S1	Supervisor / Assistant Chief Cashier 1/ Butcher (Halal / Non Halal)
O5	Cashier 1 / Lorry Driver	➔	S2	Assistant Department Supervisor / Assistant Chief Cashier 2
O3	Senior Sales Assistant		O4	Assistant Department / Cashier 2 / Assistant Butcher (Halal / Non Halal)
O2	Sales Assistant / Store Assistant			
O3	Senior Sales Assistant (Halal / Non Halal)	➔	O4	Assistant Butcher (Halal / Non Halal)
O2	Sales Assistant (Halal / Non Halal)			
O1	Trolley Boy	➔	O3	Senior Sales Assistant / Cashier
			O2	Sales Assistant / Store Assistant

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Fast Track Promotion HQ (Job Grade)

HQ (6 Months)				
Current Grade	Current Position	To	Fast Track Promotion Grade	Fast Track Position
D2	Director		D1	Managing Director
M1	CFO / COO / HOD / GM		D2	Director
M2	Manager		M1	CFO / COO / HOD / GM
M3	Assistant Manager 1		M2	Manager
M4	Assistant Manager 2		M3	Assistant Manager 2
E1	Senior Executive / Senior Buyer		M4	Assistant Manager 2
E2	Executive 1 / Buyer / Chargeman / Chief Security		E1	Senior Executive / Senior Buyer
E3	Executive 2 / Assistant Buyer / Customer Service		E2	Executive 1 / Buyer / Chargeman / Chief Security
S1	Supervisor / Assistant Chief Security		E3	Executive 2 / Assistant Buyer / Customer Service
S2	Assistant Supervisor / Management Trainee / Department Associate		S1	Supervisor / Assistant Chief Security
O5	Officer		S2	Assistant Supervisor / Management Trainee / Department Associate
O4	Assistant / Clerk		O5	Officer
O2	Driver / Despatch		O3	
O1	In House Security Guard / Cleaner		O2	Driver / Despatch