Promotions/transfers POLICY

It is the policy of the ABC Company to fill all positions with the best qualified people. The Company also prefers to promote from within whenever possible. As positions become available, management will, at its discretion, either directly promote or transfer a qualified employee of the Company or open the position for application by internal and external candidates.

If a position is opened for application, it will be posted on the official Company bulletin boards for at least five workdays. The required qualifications for each open job will be indicated on the listing. Frequently, job vacancies will be advertised with outside sources during the same week they are posted on the bulletin boards. This is done to speed up the screening process and to aid in ensuring that vacancies are filled by the most qualified persons.

To apply for a position, you should either sign the posting in the appropriate place or submit a formal memorandum to the Human Resources Department referencing the position and requesting an interview. Interviews will be arranged by the Human Resources Department.

THIS POLICY IS LEGALLY DESIRABLE