

## Battle Scars CIO Promotion Policy

<b>Policy information</b>	
<b>Organisation</b>	Battle Scars
<b>Scope of policy</b>	This policy applies to all employees
<b>Policy operational date (original)</b>	16/01/21
<b>Policy prepared by</b>	Jenny Groves – CEO
<b>Reviewed:</b>	03/01/23
<b>Amended</b>	No
<b>Date approved by Board</b>	09/01/23
<b>Policy review date</b>	By 31/01/25 Every 2 years
<b>Distributing</b>	This policy will be available on the Battle Scars website and staff shared drive. All trustees will be required to read this policy to ensure effective recruitment and selection.
<b>Introduction</b>	
<b>Purpose of policy</b>	Our employee promotion policy presents our guidelines for advancing and promoting employees from within our organisation. We want to invest in our employees and reward those who perform well. This policy includes the process that managers must follow when promoting employees. Employees can be eligible for promotion only after their probation period ends.
<b>Definition</b>	“Promotion” may be a move to a position of higher rank, responsibility and salary. Often, employees may advance to positions that don’t come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees develop and grow.
<b>Promotion parameters</b>	
<b>Criteria for promotion</b>	We will promote employees based on their performance and workplace conduct. Acceptable criteria for promotion are: <ul style="list-style-type: none"> <li>• Experience in the job.</li> <li>• Consistent high performance level.</li> <li>• Skillset that matches the minimum requirements of the new role.</li> <li>• Personal motivation and willingness to learn and improve.</li> <li>• Continued commitment to the Battle Scars ethos and consistent effort to further the organisation’s objectives.</li> </ul> <p>These criteria reflect the bigger picture of an employee’s work. Managers will avoid making decisions for promotion based on recent or insignificant events.</p> <p>We will not tolerate promotions that are based on:</p>

	<ul style="list-style-type: none"> <li>Managers' subjective opinions unsupported by performance evaluations</li> <li>Discrimination</li> <li>Fraternization</li> <li>Favouritism</li> <li>Nepotism</li> </ul> <p>To avoid such incidents, good records of the promotion evaluation process will be kept.</p>
<b>When can promotions occur</b>	<p>Due to the nature of the organisation and the funding-dependent posts, promotions will occur when:</p> <ul style="list-style-type: none"> <li>Need arises</li> <li>A new post has been created</li> <li>An employee has consistently good performance evaluations and their manager deems them ready for the next step in their career (provided there are opportunities for advancement).</li> </ul> <p>Employees are encouraged to express their career plans during supervision. Managers should take the supervision notes into account when deeming to promote or advance team members.</p>
<b>Procedure</b>	
<b>Advertising</b>	<p>Depending on the post and the presence of employees who are eligible for promotion, the post will be advertised internally amongst staff and volunteers.</p> <p>If this does not result in an employee or volunteer applying or being offered the job, the post will be advertised externally.</p>
<b>Selection</b>	<p>Employees who wish to advance their career by applying for a higher paid/higher responsibility post will need to fill in the Battle Scars job application form and respond to the relevant person specification.</p> <p>The Recruitment &amp; Selection policy will be followed regarding the application, selection and interview process even if there is only one applicant.</p> <p>These steps must be carried out:</p> <ul style="list-style-type: none"> <li>All applications will be considered equally, based on the post's requirements.</li> <li>Determine whether an internal candidate has the skills to perform the job.</li> <li>Examine recent supervision notes of internal candidate(s).</li> <li>Interview qualified internal candidate(s).</li> <li>Inform candidate(s) whether they were selected for promotion.</li> <li>Keep records of the application process and note the criteria with which they rejected/hired an internal candidate.</li> </ul>
<b>Career development outside of promotion</b>	<p>In some cases and funding permitting, employees' duties, authority and autonomy may need to be increased because the nature of their work has changed or they have shown aptitude and ability to take on more responsibility. These changes may not always come with a formal title change but employees may be awarded a higher salary.</p>

<b>Probationary period</b>	For fixed-term posts of up to a year, the probationary period will be three months. For longer term posts, the probationary period will be 6 months (see <i>Recruitment &amp; Selection policy</i> )
<b>Policy review</b>	
<b>Responsibility</b>	It is the responsibility of the CEO to review this policy unless the task has been delegated to an appropriate volunteer or employee before the policy review date.
<b>Timing</b>	The review must be completed within a month of the review date.