

## **Employee Movement**

### **Employee Promotion**

Every employee will be given opportunities for career growth within the Yoma Group. The employee will be considered for promotion if suitably qualified and deserving of such a promotion. Promotions are based on experience, performance and capability to perform a role which is bigger in scope, responsibility and/or complexity - i.e. a job at a higher Band. The Yoma Group specifically seeks to ensure that all promotions are in accordance with our Diversity and Inclusion philosophy.

### **Employee Transfer**

An employee may be transferred to another suitable role within the Yoma Group. Such transfer may be at the sole discretion of the management and with the agreement of the departments concerned. The employee will be informed of the transfer accordingly.

Employees who have at least 18 months of service in the current role may apply for any vacant position within the Yoma Group. Management approval is not required before applying for an internal open position.

### **Seniority of Service**

Seniority is the length of continuous service (including the probation period) with the Yoma Group commencing from the date of employment as specified in the employment contract.

### **Redundancy , Severance & Long Service Pay**

In the unfortunate case of Redundancy or Severance the Yoma Group will make payments in accordance with the provisions of any applicable laws, rules or notifications of Myanmar being in force from time to time.

### **Termination of Service**

An employee's employment may be terminated in accordance with his employment contract notice and the existing laws, rules, and regulations.

### **Resignation**

An Employee may resign by giving notice in accordance with the employment contract. The notice should be in writing and directed to the employee's direct supervisor/line manager. The notice period may be shortened by mutual agreement between the employee and the relevant line manager.

**Normal Retirement**

The normal retirement age of our employees is 65. With the consent of the employer, the employee may remain in employment after 65 years of age with the medical examination record supported by the Social Security Board's recommended clinics.