

Succession Planning Policy

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Misr Al Gadida Company

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1. Policy Objectives:

- This policy aims to establish procedures and evaluate selection, appointment, and promotion processes to secure the most qualified personnel for the company in appropriate positions, while simultaneously encouraging professional development and advancement of current employees.
- Establishing a succession plan at the executive management level in emergency situations or for the short and long term, focusing on planning succession for key personnel through the company's HR procedures manual.
- Preparing a list of candidates (internal/external) for key positions periodically and effectively to create added value for the company and ensure its sustainability.
- Supporting governance principles by balancing all related parties, ensuring business continuity, and maintaining institutional order within the company.

2. Policy Scope

This policy applies to the executive management of **misr al gadida company**, particularly key personnel.

3. Succession Policy

The HR department establishes permanent procedures for executive management succession planning in emergency situations or for the short and long term, taking into consideration the following:

- 3.1** Establish procedures for nomination, selection, appointment, promotion, and evaluation of employees, especially for key personnel, supporting succession plans and preparing a list of candidates both inside and outside the company.
- 3.2** Define qualifications and skills of candidates within the company's succession plans.
- 3.3** Identify training needs of candidates in short-term and long-term succession plans within the company's training program.
- 3.4** Activate the role of candidates in succession plans by involving them in representing the company in initiatives, conferences, seminars, meetings, and internal committees linked to implementing the company's succession plan.
- 3.5** Establish termination procedures, particularly for key personnel, allowing analysis of causes and solutions, serving as feedback data on the efficiency of the company's HR system.

4. Policy Principles

4.1 Sustainability

Supporting business sustainability by providing candidates (internal/external) to mitigate operational risks related to the termination of executive management service, especially key personnel, ensuring sustainable company growth.

4.2 Fairness

Ensuring fairness in filling positions within the company, particularly key positions, among candidates (internal/external) through permanent procedures and systems in the HR procedures manual, and by developing the administrative and technical skills of current employees to support their competitiveness for promotions and key positions.

4.3 Effectiveness and Efficiency

Supporting effectiveness and efficiency in company operations by selecting qualified personnel capable of filling key positions (internally and externally) and ensuring the effectiveness and efficiency of training plans to

meet the functional structure needs of the company in the short and long term, supporting cost-benefit economics.

4.4 Transparency

Transparency to all related parties regarding succession at the executive management level, particularly for key personnel.

4.5 Objectivity

Ensuring objectivity by applying sound and standardized professional methods as outlined in the HR procedures manual, in accordance with Egyptian law, the company's internal regulations, and relevant standards.