

Egyptian Resorts Company (ERC)
Succession Planning Policy

Preamble

Succession Planning is an ongoing process that identifies necessary competencies, and then works to assess, develop, and retain a talent pool of employees, in order to ensure a continuity of leadership for all critical positions.

It is a specific strategy, which identifies the particular steps to be followed to achieve the Company's mission, goals, and initiatives identified through Manpower Planning.

ERC has developed a plan to to diagnose and meet the business needs of variousn department(s) thereby contributing for the organizational manpower requirements.

Purpose

The purpose of this policy is to ensure that the Company can effectively fill key job positions in managerial, technical, and professional roles in the . The policy covers middle management positions and above in ERC.

Desired Results

The desired results of the Succession Planning Program are to:

- Identify high-potential employees capable of rapid advancement to positions of higher responsibility than those they presently occupy.
- Ensure the systematic and long-term development of individuals to replace key job positions as the need arises due to resignation, retirements, and other unexpected losses.
- Provide a continuous flow of talented people to meet the Company's management needs.
- Meet the company's social responsibility by providing the opportunity for employees to grow inside the Company.

Steps to execute Succession Planning

- Identify key / critical positions in each department.
- Determine the job requirements for key positions in each department..
- Determine the likelihood of current staff vacating these positions in the future.
- Create competency profiles of talented employees.

- Analyze the requirements of the position in question and match the competencies of employees to these requirements.
- Decide on two successors for the position in question.
- The employee with the closest match to the competency requirements of position will be the first successor to the position.
- The second successor will have the second closest competency match to the position requirements and so on.
- Track overall progress.

Procedures

The Succession Planning Program will be carried out as follows:

1. In January of each year, the Human Resources Director will arrange a meeting with the CEO to review results from the previous year's succession planning efforts and to plan for the coming year.
2. In February, top managers will attend a meeting coordinated by the Human Resources Director in which:
 - A. The CEO will emphasize the importance of succession planning and review the previous year's results.
 - B. The Human Resources Director will distribute forms and establish due dates for their completion and return.
 - C. The Human Resources Director will review the results of the analysis, pinpointing areas of the Company in which turnover is predictable due to retirements or other changes, resulting in a special need for management talent.
 - D. The results of the analysis will be reviewed to demonstrate how successful the Company has been in attracting talent to high-level positions and to plot strategies for improving affirmative action practices.
3. In April, the forms will be completed and returned to the HR director. If necessary, a follow-up meeting will be held.
4. Throughout the year, the HR director will periodically visit top managers to review progress in developing identified successors throughout their areas of responsibility.
5. As needs arise, the database serve as a source of possible successors in the Company.