

Succession Planning Policy

1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) recognises the importance of effective succession planning to ensure the continuity of leadership and the successful achievement of the organisation's objectives. This Succession Planning Policy outlines the principles and procedures for identifying, developing, and retaining talent to fill key organisational positions.

2. Policy Statement

IIESMS aims to:

- Identify and develop internal talent to ensure leadership continuity.
- Provide career development opportunities for employees and members.
- Ensure a smooth leadership transition and minimise disruptions to the organisation's operations.

3. Scope

This policy applies to all employees and members of IIESMS involved in leadership or key roles.

4. Definitions

- **Succession Planning:** The process of identifying and developing potential future leaders or senior managers to fill key positions within the organisation.
- **Key Positions:** Roles critical to the organisation's successful operation and continuity.

5. Responsibilities

5.1 Management

- Provide leadership and oversight of the succession planning process.
- Ensure that adequate resources are allocated for succession planning activities.
- Monitor and review the effectiveness of the succession planning process.



5.2 Human Resources (HR)

- Develop and maintain the succession planning framework and tools.
- Facilitate the identification and development of potential successors.
- Provide training and support for succession planning activities.

5.3 Employees and Members

- Participate in career development and training opportunities.
- Engage in succession planning discussions and activities.
- Provide feedback on the succession planning process.

6. Succession Planning Process

6.1 Identification of Key Positions

- Identify roles that are critical to the organisation's success and continuity.
- Regularly review and update the list of key positions based on organisational needs.

6.2 Identification of Potential Successors

- Identify individuals with the potential to fill key positions through performance evaluations, skills assessments, and career development discussions.
- Consider internal candidates and, where appropriate, external candidates for succession.

6.3 Development of Potential Successors

- Create individualised development plans for potential successors to address skill gaps and prepare them for future roles.
- Provide training, mentoring, and job rotation opportunities to enhance their skills and experience.
- Encourage participation in leadership development programs and professional development activities.

6.4 Monitoring and Evaluation

- Regularly monitor the progress of potential successors against their development plans.

- Evaluate the effectiveness of the succession planning process through feedback, performance metrics, and succession outcomes.
- Make adjustments to the development plans and succession planning process as needed.

7. Career Development

- Promote a culture of continuous learning and career development.
- Encourage employees and members to take ownership of their career development and seek out opportunities for growth.
- Provide resources and support for career development activities, including training, workshops, and coaching.

8. Confidentiality

- Maintain the confidentiality of succession planning discussions and documents.
- Ensure that information about potential successors and their development plans is shared only with those involved in the succession planning process.

9. Communication

- Communicate the objectives and benefits of succession planning to all employees and members.
- Ensure that individuals understand their role in the succession planning process and the opportunities available to them.

10. Review and Updates

This Succession Planning Policy will be reviewed regularly and updated as necessary to ensure it remains relevant and effective.

11. Contact

For questions or concerns about this Succession Planning Policy, please contact the **Human Resources Department**.

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