

1.0 Purpose

The purpose of this procedure is to ensure that all employees are evaluated through performance reviews and to ensure that all employee related accidents/incidents are reported.

2.0 Responsibility

The HR Manager is responsible for ensuring that all employees are evaluated, and all reported accidents/incidents are processed in accordance with the procedures that follow.

3.0 Procedures

3.1 Probationary Period Review:

HR gives notification to the Line Manager when a new hire is approaching the end of its probationary period.

HR send the Line Manager the required Probationary Performance Review Form for completion.

If Probation is successful HR prepares letter of confirmation to the employee.

3.2 Annual Performance Reviews:

HR gives notification to Line Managers of upcoming Performance Reviews for employees via e-mail.

Reminders are also given via e-mail until the review is received by HR.

HR will review the submitted performance review for any abnormalities that needs to be addressed by HR.

HR Manager makes an approval request to the CFO to process any incremental salary increased achieved in the Performance Review.

When approved the HR Manager instructs the HR Payroll Administrator to process the new salary.

The HR Manager then prepares a letter to the employee advising them of their incremental increase.

The increase is entered in **HRMS and ACCPAC** by the HR Manager or HR Payroll Administrator.

The HR Manager assist the Executive Team with the annual KPI's incentive scheme and the payouts of the same.

3.3 Accident/ Incident:

All accident/ incidents and near misses should be reported promptly to the Health & Safety Department and the HR Department.

The Health & Safety Department will conduct an investigation.

The HR Department reviews the Accident/Incident Report prepared by the Health & Safety Department.

If medical attention is needed the HR Department will complete the needed NIB forms so that the employee can get medical attention.

HR will complete a full report for NIB with details of the Accident/Incident.

HR will follow-up with employee and NIB if needed.

4.0 Forms:

- Probation Period Evaluation Form.HR-009.
- Employee Evaluation Planning & Review Form (Non-Management).
- Performance Review – Classified Staff Form (Supervisors/Managers).
- Employee Accident/Incident Report NCPL Form.
- NIB Form B-60: Interim Report of Accident *
- NIB Form B-44: Employer's Report on Accident at Work *

** Forms used are from an external company. (National Insurance Board)*