

Performance Appraisal Policy

1. Overview

This document outlines the performance appraisal process for all full-time employees.

2. Appraisal Frequency

Appraisals are conducted bi-annually in June and December.

3. Rating Scale

Performance is rated on a 5-point scale: 1-Unsatisfactory to 5-Excellent.

4. Feedback Mechanism

Employees receive feedback from their direct managers and are encouraged to give self-evaluations.

5. Promotion & Increment

Appraisal ratings directly impact promotions, bonuses, and annual increments.