

Performance Evaluation Policy

Date: February 2017

Policy Scope:

Applies to all ***Not Available in Sample View*** Company Employees.

Policy Statement:

Not Available in Sample View Company is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its Business Objectives.

The performance Evaluation policy supports the performance Evaluation System. This system is a formal process centred on an annual review meeting of each employee and their line manager to discuss their work achievements throughout the year and to set performance goals for the following year. All Employees are expected to receive regular feedback & coaching during the performance period till reaching the final review meeting. This annual cycle is illustrated in Performance Evaluation Process. These should align individual employees' goals and objectives with organisational goals and objectives.

Core Principles of the Performance Evaluation Policy

1. The performance evaluation process aims to improve the effectiveness of the organisation by contributing to achieving motivated and competent workforce.
2. Performance Evaluation is an ongoing process with an annual formal meeting to review ultimate results and informal meeting in the middle of performance year to review progress.
3. The Performance Evaluation discussion is a two way communication exercise to ensure that both the needs of the individual, and of the organisation are being met.
4. The Performance Evaluation meeting will discuss the individual development needs and their achievements.
5. All direct employees who have completed their probationary period before the end of performance evaluation cycle are required to participate in the performance evaluation process.
6. All employees and Managers will receive training on performance evaluation system.
7. The Performance Evaluation process will provide management with valuable data to assist succession planning.

Process:

A. Annual Performance Evaluation

1. *****Not Available in Sample View***** organization will follow a calendar year cycle. The performance cycle will start at the beginning of the year and all forms filled with goals and objectives are filled and signed by employee and manager by **15th, February each year. The assessment period will start 15th, December till 15th, January each year** and all assessed forms should be submitted to HR at the end of the calendar year.
2. Performance Evaluation format must follow guidelines provided by HR (Performance Evaluation Form).
3. All employees are encouraged to submit Performance Evaluation forms at the beginning of performance cycle filled with their individual goals and plans to achieve those goals in addition to development needs.
4. All Employees will be assessed on a scale of 1-5 (whole numbers only). No other scale may be substituted. The definitions of these numbers are:
 - 5= Outstanding Performance - **OS**: Performance during Evaluation period was consistently exceptional, significantly exceeding all performance objectives for the position.
 - 4= Exceeds Performance Target - **EX**: Performance during Evaluation period met all Performance targets and frequently exceeded some performance objectives for the position.
 - 3= Achieved Performance Targets - **AP**: Performance during Evaluation period effectively fulfilled all performance objectives for the position.
 - 2= Below Standard – **BS**: Performance during Evaluation period met some, but not all performance objectives for the position. Performance improvement process should be initiated.
 - 1= Poor Performance - **PP**: Performance during Evaluation period consistently failed to meet minimum expectations for the position. Individual lacks or did not apply knowledge, skills or behaviour expected for the position. Performance documentation process (e.g. written warning, Performance Improvement Plan) should be initiated or continued. This rating is not to be used for employees new in their position, see “NA” rating below.
 - NA= New: Individual has not been in position long enough (at least six months) to fully demonstrate the competencies required for the position. This appraisal is provided for feedback purposes.

5. Numerical ratings should be supported by manager's comments.
6. Managers must meet with each employee to review and discuss their performance; the written performance evaluation can be given to the employee during, or after the meeting. Upon receipt of the written Evaluation form, the employee will be allowed at least two business days to review it before responding to or signing the appraisal.
7. The discussion will be held in private. Information shared during the evaluation will be shared only with senior management. The exception is training needs, that will be provided to the HR / administration for action. Confidentiality of evaluation will be respected.
8. Performance Evaluation Forms are expected to include a plan of work, also known as goals and objectives, and/or written expectations. At the beginning of each performance year.
9. The final Performance Evaluation Forms including all related documents and appropriate signatures must be forwarded to Human Resources in accordance with the established timeline.

The Evaluation Discussion

- The Evaluation discussion will allow an opportunity for both the employee and the manager to reflect and comment on the previous year's achievements. It will praise achievement and support the employee in his/her role.
- The manager is accountable for giving the employee constructive, timely and honest evaluation of their performance, which should take into account both the goals of the organisation and of the individual.
- The discussion should be a positive dialogue, and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

B. Performance Documentation

Any employee that receives a 1 or 2 rating overall on his/her appraisal must receive performance documentation as applicable (e.g. Performance Improvement Plan (PIP)), written warning, or outlined in next performance year's plan of work/goals & objectives.

C. Training

Managers and Employees must receive HR-approved training on performance management.

All Management team are responsible for the performance evaluation process and its timeline.

D. Reports

After all departments/divisions have completed the performance evaluation process and cycle, Human Resources will provide an annual report to Management team that includes statistics regarding Staff Performance Appraisals from the respective performance year.

Approved by:

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