

PEOPLE POLICY DOCUMENT

PERFORMANCE IMPROVEMENT PLAN

Version 1.0

January 01, 2023

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1.0 Policy Statement

PIP is a formal mechanism that is initiated when an employee is not performing up to the set standard or does not meet all the expectations of their role. During the PIP period, the employee will be evaluated not only on the project engagement, but also on the behavioral aspects that are in not aligned to the organization's Code of Conduct. Practice Manager, in discussions with the Project Manager or the Delivery Manager, identifies the gaps in the employee's performance and gives clear inputs to the employee identified for PIP, on the focus areas of improvement and monitor their performance with periodical review and feedback.

2.0 Scope

The policy applies to all Full Time Employees (confirmed or in probation) of GyanSys Infotech Pvt Ltd (INDIA).

3.0 Process

- a. When a non-performance is observed, the feedback on the same needs to be provided to the employee in writing, clearly stating the area of improvement
- b. Formal / casual inputs should be given to the employee to monitor progress in improvement of performance
- c. If the improvement is not visible within a period of 30 days or delivery escalations/behavioral issues are being repeated, the employee needs to be informed in writing before initiating the PIP
- d. PIP is primarily set for 30 Days; However, Practice Manager can decide if they want to extend the PIP, considering other conditions like the time required to improve / upskill or on medical grounds etc.

- e. Practice Manager/Delivery Manager must have a discussion with employee along with a mentor and reiterate on the improvement areas that will be monitored during PIP period
- f. The discussion points along with improvement areas to be communicated through an email for documentation (Use Standard Template)
- g. Employee must acknowledge the PIP in a written communication and work towards the objectives/goals mentioned by the Practice Manager
- h. Practice Manager will also specify the start date/end date of PIP and duration for periodical review during the PIP process
- i. Upon acknowledgement from employee, Practice Manager will conduct periodical reviews along with HR Partner & Mentor and provide feedback in writing
- j. If the employee has shown improvements and met the objectives, Practice Manager can end the PIP even before the planned end date by providing the justification
- k. If the employee has not shown any improvements during the PIP process, Practice Manager can provide detailed feedback to HR partner for further action
- l. HR partner will discuss with the employee on further proceedings and initiate the movement to other roles / technologies in discussion with the Resource Management Group / Practice Managers or initiate the exit if required
- m. HR to communicate to all the internal stakeholders on the action taken

4.0 Frequently Asked Questions (FAQ's)

Q. Who should evaluate PIP?

Ans - Practice Manager/Delivery Managers/Project Managers along with Mentor and HR Partner should evaluate the performance of an employee who is subject to PIP.

Q. What is the PIP duration?

Ans - PIP should be for a minimum period of 30 Days.

Q. What is the frequency of review during PIP?

Ans - As a best practice, the performance should be reviewed every week until the end of PIP.