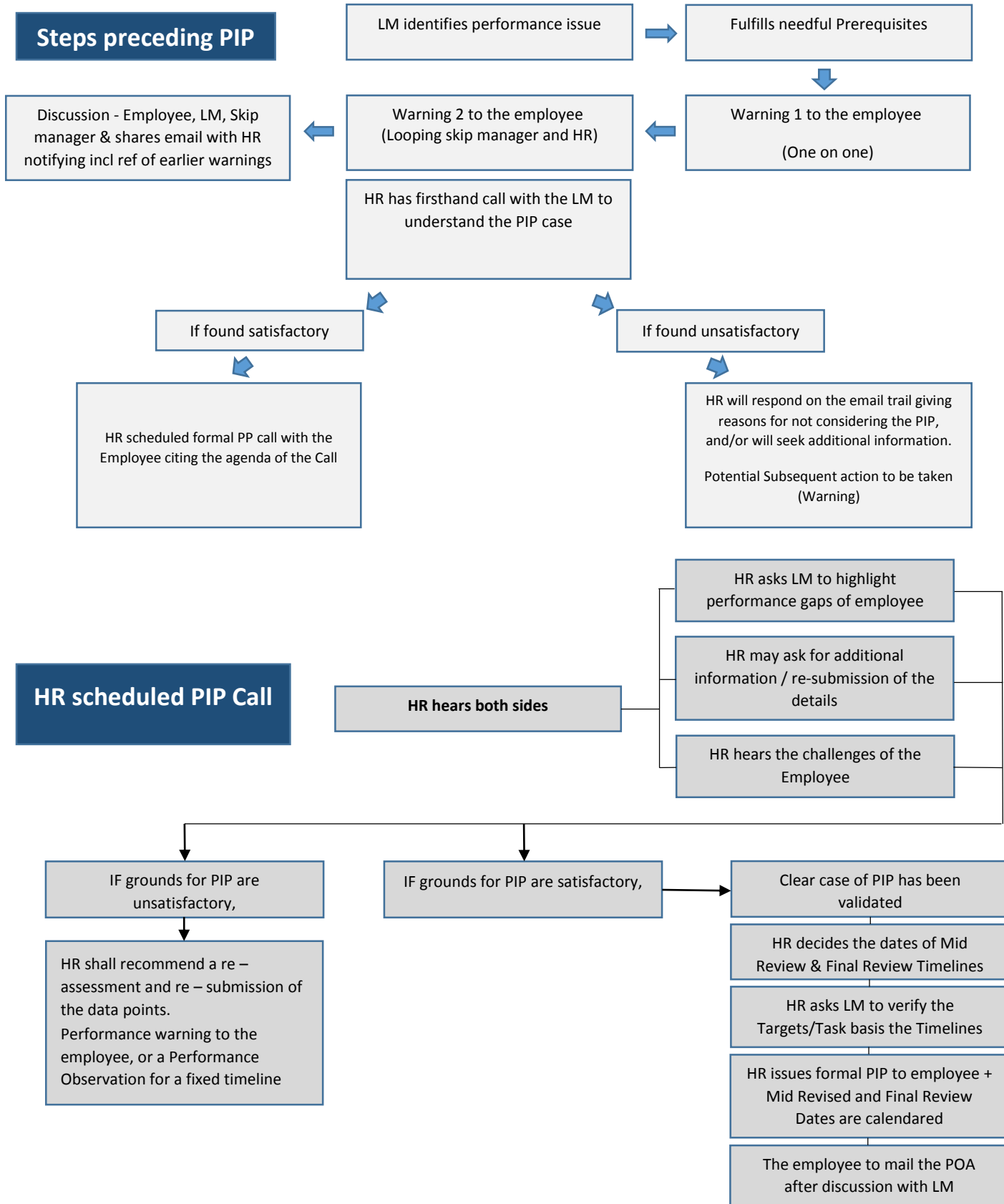


Performance Improvement Plan – SOP

01-10-2025

Performance Improvement Plan Flow Chart



Performance Improvement Plan – SOP

01-10-2025

MID REVIEW CALL

Employee is expected to project the data points in appropriate format

- Shares feedback on Action Plan
- Shares Work Status - - Achieved Versus Assigned/Pending

LM shares feedback on the above

- What has gone well
- What has Not
- What needs to be done going forward
- Write revision in plan if any

HR concludes with an email summarizing feedback and pending deliverables

Final Review Call

Employee is expected to project the data points in appropriate format

LM shares feedback
Shares status of work

Final assessment of the performance based on the data point is done

HR formally conveys the decision to employee

Decisions

Not met the expectations (Less than 50%/Basis discussion)

Discontinuation of the Engagement

Employee needs to share Day wise timesheet for PIP period

LM needs to evaluate the timesheet & share payable days

FNF basis work done/outcomes achieved & LOP compute in case

Deactivate ID Zoho/Email on LWD end of day

Update internal trackers (Exit Database & PIP)

Shown Improvement - Can be given a chance

Extension of PIP

An extension 15 days or less shall be given

LM shares updated Targets/Tasks to be achieved in extended timeline

If targets not achieved

Above Expectations

Closure of the PIP

Update Internal Trackers for reference

If targets achieved