

Performance Appraisal and Salary Review Policy

Purpose

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

Performance appraisals influence salaries, promotions and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

Eligibility

All full-time employees are provided a quarterly performance review and consideration for merit pay increases as warranted.

Performance Review Schedule

Performance appraisals are conducted quarterly in [March, June, September, December]. Each manager is responsible for the timely and equitable assessment of the performance and contribution of team members.

Salary Equity Reviews

A manager may request an analysis of an employee's salary at any time the manager deems appropriate. This request should be made to the HR department, who will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of the company's salary structure.

Heckerbella Limited's Performance Appraisal Policy may include:

- High performing staff will get 10% of their basic salary at the end of each quarter.
- Low performing staff will lose 5% of their basic salary at the end of each quarter.
- Low performing staff for three months will face termination decision.
- High performing staff will be considered first during salary increase decision.
- High performance = 90% and above
- Low performing = 60% and below

1. PERFORMANCE MANAGEMENT

Evaluation of an employee's job performance at Heckerbella Limited is a continual process that focuses on improvement and is based on an employee's assigned job duties and other job-related criteria.

- The aim of our performance evaluation process is to provide employees with guidance in achieving their job and career goals, to recognize achievements and to ensure that the Company's strategic business goals are achieved.
- Employees will have the opportunity to participate in planning their work and setting goals in conjunction with their departmental heads on a regular basis and formally during quarterly appraisal meetings. Line Managers will provide employees with regular coaching and feedback.
- The performance appraisal process is an opportunity for a two-way communication and honest feedback about an employee's work and future career with the Company.
- A formal E-performance evaluation will be conducted at the end of the probationary period for new employees, using the Company's approved HR software. After the initial review, subsequent appraisals will be reviewed according to the standard annual schedule.

a) Performance Appraisal Process

At the performance appraisal exercise, each employee's performance during the period is appraised with regards to the set goals and targets. Performance appraisals take place quarterly (every three (3) months).

b) Career Progression

Career progression shall be achieved through developmental assignment, job rotation, promotions or transfers. The decision on which options to apply will be based on organisational needs and consideration of the individual overall performance assessments.