

# Performance Management Policy

## 1. Objective

- To establish a structured approach for evaluating employee performance.
- To align individual goals with organizational objectives.

## 2. Scope

- Applies to all full-time and part-time employees.

## 3. Performance Review Cycle

- Annual performance reviews conducted in Q4.
- Mid-year check-ins for progress tracking.

## 4. Evaluation Criteria

- Job knowledge, quality of work, productivity, teamwork, and communication.
- Achievement of individual and departmental goals.

## 5. Feedback and Development

- Constructive feedback provided during reviews.
- Development plans created for skill enhancement and career growth.

## 6. Performance Ratings

- Ratings range from 'Exceeds Expectations' to 'Needs Improvement'.
- Ratings influence promotions, bonuses, and training opportunities.

## 7. Appeals Process

- Employees may appeal their performance ratings within 15 days of review.
- Appeals reviewed by HR and relevant department heads.

#### 8. Confidentiality

- All performance data is confidential and accessible only to authorized personnel.

#### 9. Policy Review

- This policy is reviewed annually and updated as necessary.