

## **MadeUpName, LLC**

### **Performance Management Policy**

#### **Purpose**

The purpose of this policy is to promote continuous performance improvement, employee development, and organizational success. MadeUpName, LLC believes in setting clear expectations, providing ongoing feedback, and recognizing achievements.

#### **Scope**

This policy applies to all full-time and part-time employees of MadeUpName, LLC.

#### **1. Objectives**

- Align individual goals with company objectives.
- Encourage regular feedback and open communication.
- Support employee growth and career development.
- Ensure fair and transparent performance evaluations.

#### **2. Performance Review Cycle**

- Formal performance reviews occur annually, typically in December.
- Mid-year check-ins are conducted to review progress and adjust goals.
- Managers are encouraged to hold informal feedback sessions throughout the year.

#### **3. Goal Setting**

- Goals should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
- Employees and managers collaboratively set goals at the beginning of the review period.
- Goals may include both technical and behavioral competencies.

#### **4. Feedback and Coaching**

- Continuous feedback is encouraged to reinforce strengths and address areas for improvement.
- Constructive feedback should be timely, respectful, and focused on behavior and results.
- Managers are expected to document key performance discussions.

#### **5. Evaluation Criteria**

Performance will be evaluated based on:

- Achievement of goals and quality of work.
- Collaboration and communication.
- Adherence to company values and policies.
- Initiative, innovation, and learning.

#### **6. Performance Improvement**

- When performance concerns arise, managers should provide clear expectations and coaching.
- If issues persist, a Performance Improvement Plan (PIP) may be developed outlining specific goals, timelines, and support.

## **7. Recognition and Rewards**

Exceptional performance may be recognized through salary increases, bonuses, promotions, or non-monetary recognition programs as outlined in the Employee Recognition Policy.

## **8. Documentation and Confidentiality**

Performance records are maintained by HR in accordance with the HR Documentation & Recordkeeping Policy. All performance data is confidential.

## **9. Employee Rights**

Employees may discuss performance evaluations with HR if they believe reviews were conducted unfairly.

## **10. Manager Responsibilities**

Managers are accountable for fair evaluation practices, consistent documentation, and supporting employee development.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department