



HEXAGON

Performance Management Policy

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1. Introduction

The purpose of the policy is to support every employee to receive feedback on their performance, expectations and assigned tasks in a scheduled and structured way.

2. Eligibility

This is applicable to all the full time employees employees (confirmed or probationers) who have been with the organization for a minimum of 1 month of service with the organization.

3. Definitions

Term	Definition
Continuous Development Dialogue (CDD)	CDD is quarterly performance review, held between reporting manager and employee and documented on HexConnect
Performance Improvement Plan (PIP)	PIP is a comprehensive plan, jointly developed and agreed between manager and employee to support and enable an employee to scale up to the expected levels of performance.

4. Guidelines

4.1 Goals Management

- ❖ The Goals discussion for the current year should be completed by the reporting managers by mid-February which has to be documented in the Goals Management page available on HexConnect by employees.
- ❖ For a new joiner, goals discussion and documenting on HexConnect should be completed within 45 days from date of joining.

4.2 Continuous Development Dialogue

- ❖ The quarterly performance review process has been designed as a quarterly CDD discussion. This process provides for evaluating demonstrated job performance of employees, identifying the growth and developmental goals, and sharing feedback between reporting manager and employee.
- ❖ Following this process is a joint responsibility of both the employee and manager. If needed, either of them may involve their HR Business Partner during the review process.
- ❖ All employees are required to document their activities, achievements, and discussion notes on the CDD page in HexConnect. These conversations will be documented by the employee and be reviewed by their managers, on a quarterly basis.
- ❖ CDD outputs may be utilized in employment decisions including, but not limited to, in pay decisions, promotions, training, transfers, discipline, and termination.
- ❖ The information discussed in CDD is confidential and should be treated as such.

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4.3 Performance Improvement Plan

Employees who don't meet goals mutually set along with their manager and who are performing below the expected levels for any given role at any time during the employment period may be put on a PIP. A comprehensive Performance Improvement Plan (PIP) is developed to support and enable them to scale up to the expected levels of Performance.

4.3.1 Procedure

- ❖ The manager needs to have a discussion on the employee's performance in at least one of the earlier CDD conversations prior to commencing a PIP. The feedback should be captured in the tool for reference.
- ❖ An employee may be put on PIP for a time frame ranging from one month to three months. This can be extended based on the inputs from Manager and Department head, for a maximum of one month.
- ❖ The Manager needs to initiate the PIP process through the "Performance Expectation Form" available in the Performance tab on HexConnect.
- ❖ HR Business Partner counsels the employee and discusses the performance expectation along with Manager.
- ❖ Action plans and the areas of skill level improvement are clearly identified and written in the Performance Expectation Form along with specific timelines to complete each action plan.
- ❖ The employee acknowledges the Performance Expectation Form through HexConnect.

4.3.2 Other important points

- ❖ Manager can initiate the PIP for employees during their probation period. The option of an extension of probation is also available.
- ❖ Manager can offer an option to choose a mentor from the same department to the employee during the PIP period. The role of the mentor is to guide and assist the employee during the period.
- ❖ The employee will be terminated in case the PIP is not successfully completed. Their LWD with the organization would be the last day of PIP. The organization will pay for notice period pay in lieu thereof.
- ❖ If the employee resigns during the PIP period and requests for an early release, the standard notice period will be waived.

4.4 Grievance Handling

If the evaluation contains a comment that the employee believes is unfair or unjustified, and the matter has not been resolved to the employee's satisfaction, the employee may use the process laid out in the employee grievance procedure to address the concern.

4.5 Probation and Confirmation

- ❖ An employee is deemed confirmed after six months from the date of joining unless communicated otherwise. No salary changes is associated with a confirmation.
- ❖ In case the employee is not confirmed then the probation is extended by three months. If the employee fails to get confirmed at the end of three months, the services may be terminated as per the termination clause outlined in the Separation policy.

4.6 Promotions

- ❖ An employee may be considered for promotion when there is demonstrated superior performance and potential for higher responsibilities, as assessed during CDD.

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- ❖ Promotions are based only on performance, potential to take up increased and varied job responsibilities and the business needs of the organization. All career growth decisions will be without regard to age, sex, marital status, race, color, religion, disability, national origin, or caste.

4.6.1 Process

- ❖ The recommendations for promotion are initiated by the employee's immediate manager and forwarded to the Department Head for approval.
- ❖ Recommendations should include the reasons and justifications for the promotion in the promotion nomination templates. Recommendations for promotion to the position of Manager and above are forwarded to the HR Business Partner.
- ❖ The HRBP will further make sure the nominations are cross-verified as per the promotion guidelines available with the manager and further discuss this with CEC for review and approval.

5. Policy Administration & Exceptions

The Performance management process and its successful monitoring is the responsibility of the Human Resources Department.

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	11-Aug-2023	Updating policy to new format, timeline to goals submission for new hires,	Anant Gupta	Nousheen Khan