

# PERFORMANCE IMPROVEMENT PLAN TEMPLATE

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**NaviFloor Robotics, Inc.**

*Confidential Human Resources Document*

*Last Updated: January 11, 2024*

*Version 2.4*

### 1. PLAN OVERVIEW

This Performance Improvement Plan ("PIP") is designed to provide a structured framework for addressing performance concerns and establishing clear

expectations for improvement at NaviFloor Robotics, Inc. (the "Company").  
document serves as an official record of performance discussions and agreed  
action items between the Company and the Employee.

## **2. EMPLOYEE INFORMATION**

**Employee Name:** \_

**Position:** \_

**Department:** \_

**Manager:** \_

**PIP Start Date:** \_

**PIP Review Period:** \_

## **3. PERFORMANCE CONCERNS**

- - 2 -

1. Areas requiring improvement shall be specifically identified and documented

-

Technical competencies

-

Project deliverables

-

Communication effectiveness

-

Team collaboration

-

Compliance with Company policies and procedures

-

Quality of work output

-

Time management and productivity metrics

-

2. Each concern must be supported by specific examples and documentation

#### **4. PERFORMANCE EXPECTATIONS**

-

1. The following measurable objectives must be achieved during the PIP period

a) Technical Performance Metrics:

-

Specific quantifiable targets

-

Quality assurance benchmarks

-

Project completion rates

-

Error reduction goals

b) Behavioral Expectations:

-

Professional conduct standards

-

Team collaboration requirements

-

Communication protocols

-

Attendance and punctuality requirements

## **5. IMPROVEMENT ACTIONS AND SUPPORT**

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1. The Company will provide the following support resources:

-

Targeted training programs

-

Mentorship opportunities

-

Regular feedback sessions

-

Access to relevant documentation and tools

-

Additional supervision as needed

-

2. The Employee commits to:

- - 6 -

Actively participating in improvement initiatives

-

Completing assigned training

-

Meeting regularly with supervisor

-

Maintaining detailed progress logs

-

Implementing feedback received

## **6. PROGRESS MONITORING**

-

1. Weekly Progress Reviews:

- - 7 -

Performance metrics evaluation

-

Discussion of challenges and solutions

-

Documentation of improvements

-

Adjustment of action items as needed

-

2. Monthly Formal Assessments:

-

Comprehensive progress review

-

Written evaluation



- - 8 -

Updated action planning

-

Documentation of outcomes

## **7. OUTCOMES AND CONSEQUENCES**

-

1. Successful Completion:

-

Meeting all specified performance targets

-

Demonstrating sustained improvement

-

Return to regular performance management process

- - 9 -

Documentation of successful completion

-

2. Insufficient Progress:

-

May result in additional corrective action

-

Possible extension of PIP period

-

Potential reassignment or role modification

-

Possible termination of employment

## **8. CONFIDENTIALITY AND DOCUMENTATION**

- - 10 -

1. All PIP-related discussions and documentation shall remain confidential a

-

2. Documentation Requirements:

-

Written meeting summaries

-

Progress reports

-

Performance metrics data

-

Training completion records

## **9. ACKNOWLEDGMENT**

By signing below, all parties acknowledge their understanding and acceptance of  
this Performance Improvement Plan:

**Employee: \_ Date: \_**

**Manager: Date: \_**

**HR Representative: Date: \_**

## **10. LEGAL DISCLAIMER**

This Performance Improvement Plan does not alter the at-will employment relationship between NaviFloor Robotics, Inc. and the Employee. Nothing in this document creates a contract of employment or guarantees continued employment. The Company reserves the right to modify this plan at any time based on business needs or performance developments.

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