

## INDEX

Policy No	Version No	Effective Date	Prepared By	Review By

## **PERFORMANCE MANAGEMENT POLICY**

### **Objective:**

At Quadrant, we believe in fostering a culture of excellence and recognizing the contributions of our employees. The Performance Management Policy aims to systematically evaluate employee performance on a half-yearly basis and encourage exceptional performance, promoting a high-performance culture within the organization.

### **Applicability:**

This policy shall apply to all permanent employees of the Organization.

### **Performance Review Cycle:**

The performance review cycle shall be done once in a year based on the Date of Joining of the Employee. To avoid long waiting period for Performance Appraisal, we review this process once in 6 months time frame i.e., June & Dec. However, an Employee will get appraisal in either of the review cycles but not in both.

### **Performance Evaluation Metrics:**

Employees performance will be evaluated on below scaling's by respective Managers / Leads / HOD's.

<b>Descriptive Rating</b>	<b>Numeric Rating</b>
Significantly Exceeds Expectations	5
Exceeds Expectations	4
Meets Expectations	3
Below Expectations	2
Significantly Below Expectations	1

### **Performance Review Process:**

1. HR will release a communication on initiation of performance review process with timelines and templates.
2. Employee will have to fill and submit their respective templates to their managers.
3. Managers to review the forms submitted by their Team members and have one of one discussion and submit their rating with recommendations to respective Delivery Heads / HOD's.
4. DH / HOD's will review the same and share with CEO for final approval along with their recommendations and inputs.
5. In case of any recommendations on Promotions the same will be updated in the final sheet before sharing with CEO for approval.
6. Post CEO approval, appraisal letters will be generated and will be shared with employees.

This policy will be reviewed periodically to ensure its effectiveness and alignment with the company's objectives. Any changes or modifications to the policy will be communicated to all stakeholders promptly and this policy supersedes all existing policies related to performance management and shall be adhered to by all company employees.

**Human Resources**