

Performance Improvement Policy

This policy includes the circumstances and procedure of implementing the performance improvement plan (PIP) that states an employee's/trainee's performance issues and provides them with a guideline to follow in order to achieve improvement in performance in a certain timeframe.

The developed plan is a corrective measure to assist employees/trainees in bringing performance levels up to company standards. The focus of the performance improvement process is also to provide an employee/trainee with support and assistance to improve areas of unsatisfactory performance.

The performance improvement process maintains natural justice and is not influenced by personal feelings or opinions. The entire PIP process is kept impartial, equitable, transparent, accountable and confidential.

1. Conditions for the implementation of PIP

An employee/trainee shall be put on a Performance Improvement Plan for 4 weeks if:

- a. Any confirmed employee/trainee fails to perform or meet the targets continuously for more than a month.
- b. He/she fails to work as per the required standards of the company

2. Guidelines for employee/trainees

- a. All employees/trainees are required to understand and acknowledge the contents and the potential consequences of non-compliance with this PIP on implementation.
- b. Employees/Trainees are required to actively, and in good faith, participate in processes to manage unsatisfactory performance.
- c. All employees/trainees are responsible for achieving the performance requirement as required of their role in the company

3. Inclusions of the Performance Improvement Plan

A performance improvement process is designed to improve work performance will usually include:

- A. Identification of areas of unsatisfactory performance
- B. A strategy to improve performance
- C. Clear, appropriate and measurable performance expectations in the timeframes for improvement which is in normal case 4 weeks at Metadologie India Private Limited

This performance improvement process will be documented and supported by relevant evidence to demonstrate performance concerns and improvements. At the same time, the employee/trainee will be assisted and provided with support throughout the timeframe of the PIP to help him/her successfully complete the PIP.

4. Procedure of executing PIP

- a. The reporting manager shall discuss with said employee/trainee the details of performance deficiencies and thereby place him/her on PIP effective immediately.
- b. The manager should communicate the details of PIP to the employee/trainee through email keeping the HR department in copy, in which the manager should develop clear and measurable performance expectations and the corrective actions required.
- c. The reporting manager shall share weekly performance feedback with the employee/trainee when the PIP is in process.
- d. After completion of the PIP duration, the manager shall decide whether the performance requirements have been met according to the improvement plan and the same shall be documented in mail to the employee/trainee, keeping the HR department in loop.
- e. On successful completion of PIP, the employee/trainee shall continue his employment at the organization.

- f. In case of underperformance in PIP, the reporting manager is required to keep the HR department updated about the performance evaluation during the PIP duration. As per the overall analysis, HR Team will inform the trainee/employee about the termination and will be dropping a termination mail to trainee/employee.
- g. In exceptional cases of the employee/trainee not having improved his performance, the reporting manager can use his discretion to extend PIP for another 2 weeks.
- h. Employee/trainees must maintain the expected levels of performance even after successful completion of PIP and failure to do so may result in disciplinary action, which may lead to dismissal. Failure to successfully complete the Performance Improvement Plan (PIP) within the designated timeframe will result in immediate termination of services. The last working day of the PIP will be considered the last day of employment/training if the trainee/employee fails to meet the parameters outlined in the PIP and demonstrate satisfactory performance.

5. Consequences of falling in PIP

Failure to successfully complete the Performance Improvement Plan (PIP) within the designated timeframe will result in immediate termination of services. The last working day of the PIP will be considered the last day of training/employment if the trainee/employee fails to meet the parameters outlined in the PIP and demonstrate satisfactory performance.

Disclaimer: Words used herein regardless of the number and gender specifically used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine or neuter, as the context requires.