

Performance Management Policy

Position Green

2024



The purpose of this policy is to outline the process and procedures that we need to measure and improve employee performance. This policy is critical to ensure that employees are held accountable for their work and that they have the support that they need to meet their performance goals.

Position Green recognizes the importance of measuring and improving all employees' performance in achieving organizational goals. This performance management Policy outlines the procedures and guidelines that our company follows and improves employee performance.

Performance Expectations and Goals

Position Green establishes clear performance expectations and goals for all employees at the beginning of each performance cycle. These goals are aligned with the company's overall strategic objectives and should be measurable and attainable.

Performance Measurements

Position Green uses a range of metrics, KPI's, or other performance indicators to measure employee performance. These KPIs and goals can vary and depend on the role and job description. Managers and supervisors are responsible for setting performance goals and providing regular feedback to employees.

A part of our performance management is to follow up on our way of working (entrepreneurial spirit, uplifting attitude, professional integrity and focused energy).

Performance Feedback

We encourage ongoing communication between manager and employees to provide feedback on performance. This includes constructive feedback and positive reinforcement to encourage employee development and improve performance.

Performance Improvement

Position Green is committed to supporting employees who require additional support, coaching, training or other support to improve performance. Managers are responsible for working with employees to create a plan for improvement and create a plan for improvement (Performance Improvement Plan) and provide the necessary support to help them achieve their goals.

Performance Review

Position Green conducts formal performance reviews at least twice a year, although more frequent reviews may be conducted as needed. These reviews provide an opportunity for managers and employees to discuss progress towards performance goals, identify areas for improvement and develop a plan for the upcoming performance cycle.

Position Green recognizes and rewards exceptional performance through promotions or other incentives.

Performance Documentation

Position Green maintains records and reports on employee performance to ensure consistency and fairness in performance management. All performance management documentation is kept confidential and only shared with authorized personnel on a need-to-know basis. We use our HRIS system for documentation purposes.

To conclude, Position Green is committed to ensuring that all employees receive the necessary support and resources to meet their performance goals. This Performance Management Policy reflects our commitment to ongoing performance management and improvement to achieve our organizational objectives.