

Performance Review Policy

'Name of the Company's' Performance Review policy describes the coaching, evaluation, and reward methods for our employees. Our performance management system is based on formative feedback and open communication between managers and the team.

Purpose

Our performance management system is based on formative feedback and open communication between managers and team

- Our Performance Review Policy is formulated to:
- Ensure that our employees understand the job responsibilities.
- Ensure that our employees have specific goals to meet.
- Provide our employees with just and well-timed work feedback.
- Invest in opportunities that might help our employees to grow and develop professionally.
- Recognize and reward our employees' work in monetary and non-monetary ways.

Scope

This policy applies to all employees.

Definition of Good Performance

At 'Name of the Company', we consider employee's performance to be good when the employee meets their targets consistently, shows a willingness to learn and develops, complete their duties as expected, have the right attitude, and follow the code of conduct of the company.

An employee is considered to have good performance only if he meets a minimum standard in all the criteria mentioned above.

Cyclical Reviews

'Name of the Company' conducts performance reviews on the 'quarterly, half-yearly, or yearly' basis. The 'Title of the Person' will prepare the employee's performance evaluation report and arrange a meeting with the employee to discuss their review.

During these discussions, the 'Title of the Person' will recognize the employees good at their jobs, converse about career options and employee motivation, and identify the betterment areas.

Reward

The employees 'are/are not' guaranteed increments or bonuses.

However, the managers will recommend rewards for their team members when they earn them.

Employees will NOT be compared to each other on any basis.

Training

Training and Development opportunities are available for all employees throughout the year

If managers identify the employee's training needs in a particular field, they can discuss the same in the performance review meetings.

Further training information is given in the company's Employee training policy.

Responsibility of the Manager

The Manager's responsibilities towards the team's performance are to:

- Set transparent objectives.
- Provide productive feedback.
- Keep a record of the employee's performance.
- Keep the team involved.

