

Performance Management Policy

1. Policy Statement

Keltech is committed to ensuring that all employees have a clear understanding of their role and performance expectations, are set challenging goals and receive frequent specific feedback and recognition on how their performance as an individual and team member matches expectations.

2. Purpose

- 2.1. To outline the procedures which are followed while reviewing performance during the probationary period.
- 2.2. To outline the system of performance appraisal in Keltech
- 2.3. To outline the procedures which are followed in cases of underperformance.

3. Scope

This policy applies to all employees of Keltech

4. Responsibilities

- 4.1. Employees are expected to engage with their supervisor during any review of their performance. It is also important that the employee outlines any areas where support or training may be required.
- 4.2. Supervisors are responsible for providing their direct reports with honest and constructive feedback in relation to their performance.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy. The HR Coordinator is also responsible for ensuring that supervisors conducting reviews of individual performance have received appropriate training.

5. General Principles

- 5.1. Supervisors will convey any feedback in relation to performance in a fair and constructive manner.
- 5.2. Employees will be given an opportunity to give their own input during any review of their performance.

6. Procedures

6.1. Probationary Performance Review

- 6.1.1. All new employees are required to satisfactorily complete a probationary period. During this period, performance on the job and potential abilities are evaluated by way of formal performance review meetings to determine suitability for the position and the company.
- 6.1.2. Depending on the duration of your Contract of Employment these formal reviews of performance may take place at three, six, nine or eleven months.

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- 6.1.3. In each case, a probationary review form will be completed and reviewed by employee and supervisor and will outline both achievements to date and areas for improvement. This form is then signed by both manager and employee and held on file.
- 6.1.4. Following completion of the eleven month probationary review session a decision will be made by the company as to whether the employee's performance is at the required standard.
- 6.1.5. Where performance is not to the standard required Keltech will terminate the employment relationship. Successful/ Unsuccessful completion of the employee's probationary period will be confirmed to him/her in writing.
- 6.2. **Annual Performance Review**
 - 6.2.1. Formal performance appraisals are conducted on an annual basis with each employee.
 - 6.2.2. Employees are requested to complete the performance appraisal form. This is then reviewed by the employee's supervisor; areas of achievement and areas for further improvement are highlighted and formally discussed with the employee during the review process.
 - 6.2.3. In addition to performance, it is also important that both employee and supervisor reflect on learning and development needs and outline these needs in the TNA section of the performance appraisal form.
 - 6.2.4. This performance review form is then signed by both supervisor and employee and held on file.
- 6.3. **Underperformance**
 - 6.3.1. Where an employee is not performing to the required standard, feedback, coaching and support will be provided to improve performance levels.
 - 6.3.2. A performance improvement plan may be issued to provide the employee with structured support on what is required of them.
 - 6.3.3. If the required standard is not being achieved within the agreed time frame, Keltech may initiate the disciplinary procedure up to and including dismissal.

7. Appeals

An employee who wishes to appeal any decision in relation to their performance should follow the company's grievance procedure.