

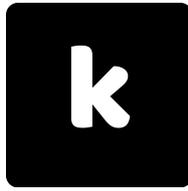
Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY – APPRAISALS

Revised: 10 APRIL 2021

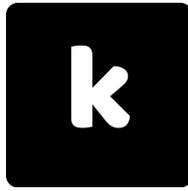
Policy

1. A performance appraisal will be carried out on each employee at least once a year. The timing of that review may vary depending upon the employee's job and, in any event, is at the absolute discretion of KINDCODY.
2. Prior to the meeting the employee will be asked to complete an appraisal questionnaire which they should provide to the line manager at least one week before their appraisal.
3. The employee will attend the appraisal to discuss their work performance. The objectives of the meeting will be to:
 - 3.1 Discuss the previous year's achievements;
 - 3.2 Identify any shortfalls in achieving objectives and establish the reasons for any shortfalls;
 - 3.3 If necessary, agree any changes required to objectives and actions required to improve the employee's performance and/or to enable them to achieve their full potential in the work they carry out for KINDCODY;



Directors: Ben Fitzgerald and Rosie Frost

- 3.4 Consider any future training, development and career needs for the employee;
 - 3.5 Discuss opportunities for advancement or alternative work.
4. The employee should also set out what actions they intend to take to develop themselves and they must assist in making the performance review process a worthwhile exercise. The meeting will be an open forum where views can be exchanged and agreed conclusions reached.
 5. Employees should prepare for their appraisal meeting by considering what points they wish to discuss about their performance. They should consider their achievements over the previous year and the progress they have made in achieving objectives and they should be prepared to explain the reasons for any shortfalls.
 6. After the meeting, an appraisal form will be completed as a record of the discussions that took place at the meeting. This will then be given to the employee for agreement and signature. If the employee disagrees with any of the comments made, they will be able to record this on the form. Once the employee has signed the form, they should return it to the line manager and retain a copy for their own safekeeping. The form will be kept confidential and will be held on the employee's personnel file.
 7. Any employee who feels that their appraisal was entirely unsatisfactory or unfair to them may ask that their line manager and/or Chief Exec will review the appraisal with them and the line manager.



Directors: Ben Fitzgerald and Rosie Frost

8. Those employees who are still in their probationary period will not receive an annual appraisal. Instead, their performance will be reviewed, independently of the annual appraisal process, during and before the end of the probationary period.

Entry into force

9. This policy is effective immediately

Chris Frost, acting Chief Operating Officer