

Performance Management Policy

07/18, HR policy Version 1.3

Contents

Performance Management Policy	1
07/18, HR policy Version 1.3.....	1
PERFORMANCE MANAGEMENT POLICY	3
Purpose:	3
Policy:.....	3
121 Reviews	3
Performance Improvement Plan:	3
Career path Assessment and mentorship program:.....	3
VERSION CONTROL	4

PERFORMANCE MANAGEMENT POLICY

Purpose:

To continuously assess and appraise the performance of the associates and to identify the developmental needs of the associates in order to enhance the skills, performance and productivity of the associates.

Coverage: All Probation / Confirmed full time associates of Company.

Policy:

121 Reviews: Based on the individual's monthly performance a review is conducted by the Reporting Managers once in every month. The individual discusses his or her career interests with the reporting manager and designs a road map for them selves

These reviews are documented and saved in the HR portal to regularly assess the performance of the individuals. The 121 reviews are constructive and rating based which is provided with reference to the performance data. Individuals who need support or are below "Approaching" rating consecutively for 2 months will be placed on performance improvement plan.

Performance Improvement Plan:

Reporting managers need to provide an early warning sign to the HR and Management teams about the Individuals who will need extra guidance or support and whose ratings are below "Approaching" consistently for 2 months.

Identified individuals will be given training and coaching on the required skills and technology for 4 weeks. The individuals will be assessed once in every week by the Managers in collaboration with the HR team. The expectation is to ensure that the individual's performance is improved to "Proficient" rating.

Career path Assessment and mentorship program:

Based on the monthly 121 reviews, the individuals have an opportunity to align a career road map for themselves. It is the reporting manager's responsibility to assess the individuals in the required skill set and set up a mentorship program. In the program the Reporting manager needs to assign a Mentor to the employee.

Reporting managers need to monitor the agreed career path mentorship program in the 121 reviews. In this process both the Mentee and the Mentor needs guidance and support by their respective reporting managers.

Mentorship reviews can be scheduled once in a fortnight between the mentor and the mentee as per their time and schedule. The mentee will be the owner of his/her career path and learning curve.

Performance reviews

Initial performance review for an associate is performed at the end of his/her probation period. Probation service is confirmed only if the associates receive ratings of Proficient, Surpassing or Exceptional

Subsequent performance reviews shall be taken up once in a year. These performance reviews may or may not be related to monetary benefits.

The concerned manager will do the appraisal for each associate. All appraisals shall be completed as per the pre-determined schedule. Failure to do so will reflect on the performance of the appraiser.

Performance review shall be carried out on the basis of the parameters in review documents. These parameters shall be generated taking into account the standard job content, roles and specific tasks assigned to the associate outside and inside the job description.

The information generated during the performance review is strictly confidential and cannot be used for any purpose other than performance review without the written consent of the Practice Head.

Employees need to have completed at least 9 months tenure in the organization to be eligible for Compensation review which may fall as per the scheduled yearly cycle. NCG group’s need to complete 12 months of tenure for a compensation review, at least for initial 2 years of their learning path. Compensation review, Rewards & Associate Career Progression shall be as per associate’s performance review results and management’s discretion.

VERSION CONTROL

S.No	Date Modifies	Modified by	Approved by	Suggestions by	Version change details
1.2	Jul 2015	HR Team	Management		
1.3	Jul 2018	Sripriya	Gopikrishna Vemuri		Included Career Path assessment & Mentorship program