

# Performance Management Policy

## 1. Purpose

The purpose of this Performance Management Policy is to establish guidelines and procedures for assessing, evaluating, and managing employee performance at Arkan Graphics. This policy aims to promote a culture of continuous improvement, accountability, and professional development within the organisation.

## 2. Scope

This policy applies to all employees of Arkan Graphics, regardless of employment type or duration.

## 3. Performance Management Process

### 3.1 Goal Setting

- Employees will collaborate with their managers to set clear, specific, and measurable performance goals aligned with departmental and organisational objectives.
- Goals should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound) to ensure clarity and effectiveness.

### 3.2 Performance Monitoring

- Regular monitoring and feedback sessions will be conducted to track progress towards goals.
- Managers will provide ongoing support, guidance, and resources to help employees achieve their performance objectives.



### **3.3 Performance Evaluation**

- Formal performance evaluations will be conducted annually (or as per the specified review period) to assess employee performance against established goals and competencies.
- Evaluations will be based on objective criteria and documented feedback from managers, peers, and stakeholders.

### **3.4 Development Planning**

- Based on performance evaluations, development plans will be created to address strengths and areas needing improvement.
- Training, mentoring, and other developmental opportunities will be provided to enhance employee skills and performance.

## **4. Performance Improvement**

- In cases of substandard performance, a structured Performance Improvement Plan (PIP) may be implemented to clearly outline expectations, support mechanisms, and timelines for improvement.
- Continuous feedback and coaching will be provided throughout the PIP period to assist employees in achieving performance standards.

## **5. Recognition and Rewards**

- Outstanding performance and contributions to the organisation's goals will be recognised and rewarded through various means, such as bonuses, awards, and public acknowledgment.



**ARKAN GRAPHICS**  
printing & advertising

## **6. Confidentiality**

- All performance-related discussions and documentation will be handled with confidentiality and sensitivity, in accordance with data protection laws and company policies.

## **7. Policy Compliance**

- Employees are expected to familiarise themselves with this policy and comply with its provisions.
- Non-compliance may result in disciplinary action, up to and including termination of employment.



**ARKANE GRAPHICS**  
printing & advertising