###### Introduction

The objective of this policy is to:

* Provide employees with feedback as to their performance;
* Provide employees with an opportunity to improve performance and conduct (other than in situations where dismissal is involved);
* Set the standard for the treatment of all employees.

###### Intent

This intent of this Policy is to ensure consistency in the process of Performance or Probation Review. This policy offers the opportunity to provide regular feedback and professional development opportunities to employees. It is to ensure that the goal and objectives of the business are met in conjunction with personal objectives of an individual.

###### Relevant Definitions

**CEO** Chief Executive Management.

**Code of conduct** is the conduct required by all YBE employees

**Co-ordinator** a person employed by YBE under an employment contract as a Co-ordinator.

**Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

**FWA** Fair Work Australia.

**HR** Human Resources Officer

**Manager** a person employed by YBE under a written contract as a Manager.

**Performance Review** Manager/Co-ordinators/Supervisor complete a systematic evaluation of an employee's work behaviour by comparing it with pre-set standards, then documents the results and use the results to provide feedback to the employee to show where improvements are needed and why.

**Superviso**r a person employed by YBE under a written contract as a Supervisor.

**YBE** YBE (2) Pty Ltd.

**Policy**

The policy will be implemented in a way that ensures that standards of best practice are met by:

* Providing support and facilitating the achievement of short, medium- and long-term objectives of the business and the individual employee.
* Building staff trust through open communications, which enables constructive changes based on staff input, the establishment of clear accountabilities and development of acceptable standards of employment
* Establishing and communicating standards of acceptable work ethics, safety and performance.

Approved documentation will be completed for each employee and will be placed in employee records. The process of review should be performed for every employee in a timely manner stated below.

###### Supporting Documents

* PERFRM008 Probation Performance Evaluation
* PERFRM009 Performance Evaluation - Employees
* PERFRM010 Performance Evaluation - Leadership
* PERFRM006 Performance Improvement Plan
* PERFRM011 Performance Review Procedure

###### Responsibilities

The HR is responsible for the implementation of this policy in conjunction with the Manager/ Co-ordinator / Supervisor.

Document History and Version Control

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| Version | Date Approved | Approved by | Signature | Created By | Signature |
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