

PERFORMANCE REVIEW POLICY

Introduction

As a Company we are committed to continuous improvement in terms of both the success of the business and our employees. We recognise that the effectiveness and efficiency of the running of the business depends essentially on the performance of each individual employee and the support and recognition we can give to them.

Statement of Intent

The Company's Performance Review Process is intended to:

- help the Company to meet its targets.
- help improve the efficiency and performance of the Company.
- focus employee performance on goals and outcomes essential to business success in line with one of our values - **GOAL "right 1st time"**.
- provide an opportunity for regular feedback.
- identify areas for development, support and/or improvement.
- agree support, training, and action plans.
- identify potential and assist with succession planning.

Scope

1. The Process

- 6 monthly reviews – short updates and review – to keep on track of objectives, followed by a more in-depth.
- Annual Review, which brings together the whole year.

2. 6 monthly reviews

Every 6 months, line managers will conduct a review with each member of their teams to

1. Review objectives set at the previous review meeting.
2. Assess, discuss, and give feedback on performance against job standards and targets (set at the start of the year and confirmed in each 6-monthly review) in the last 6 months.
3. Agree actions, objectives, training, and support required for the next quarter.

At the meeting or afterwards, employees will have the opportunity to enter their own comments and receive a copy of the form. The Manager will write up a summary of the meeting, agreed objectives and any development actions. The employee will have the opportunity of adding comments and the form will be signed by the employee and the Manager, each retaining a copy for reference during the next review period going forward.

3. Annual Review

Every year line managers will hold a year-end performance review meeting with individuals to review job performance over the whole of the year and agree actions, objectives, training, and support for the year ahead and specifically for the next work period.

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As with the 6 monthly reviews, employees will have the opportunity to comment and raise issues and enter their comments on the review form. Employees will receive a copy of the form and the manager will also retain a copy.

The results of the annual review will be reported to the Senior Management and will be used in any pay review or training and succession planning.

4. Preparation for the review meetings

Employees are encouraged to prepare for the meeting by completing the Self Appraisal/Preparation form.

The Process

- Prepare for the review meeting (6 monthly or annual)
- Hold meeting.
- Consider
- Agree ratings, actions, development, objective.
- Appeal process
- Further actions – pay, training and development.

5. Appeal Process

The Company is committed to ensuring the performance review process is conducted in a fair and objective manner. If an employee is not happy with the rating or process, they should first meet with their manager to discuss this. If agreement is not reached, the employee should make their complaint in writing to their Line Manager's manager.

6. Training

The Company will provide training to managers and employees on the performance review process.

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices, on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on its behalf.



Rob Lynch
Joint Managing Director

Date: 15/10/25

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