

Performance Management Policy

1. Purpose

To provide a framework for the performance management of RedR staff.

2. Scope

This policy applies to all RedR office based staff. It does not include Associate Trainers, contractors or volunteers however it does not exclude them from participating in other performance / assessment processes. This policy can be read in conjunction with the offer of employment.

3. Policy Statement

Performance Management encompasses Performance Conversations process which aims to build organisational capacity and foster a culture of continuous learning and excellence as we strive to achieve RedR's mission and vision.

It is a process where individual goals and capabilities are clarified and involves on-going feedback discussions between the employee and line supervisor which provides for continuous learning and professional development in line with organisational strategic goals.

4. Principles

- The Performance Conversation process is conducted in line with organisation's mission, values, and strategy.
- Emphasis is on meaningful and value-add conversations centred upon:
 - Role clarity and expectations
 - Strengths and motivators
 - Challenges and Frustrations
 - Two Way Feedback
 - Learning and Development
- The process provides a framework to shape conversations for regular and constructive discussions between supervisors and employees, both informal and formal feedback.
- The process supports and informs workforce planning activities in light of organisational capability needs and informs learning and development offer.
- Support inclusion and diversity principles, by fostering an environment of mutual learning and individualising goals, development plans, and accommodations.
- The philosophy of excellence, continuous improvement and learning is lived and supported.
- Principles of fairness and transparency will apply where both the employee and manager are accountable for performance.
- Formal under performance processes will be activated where an employee demonstrates continued under performance or poor behaviour.

- Any disagreement on performance reviews will be resolved by the Chief Executive Officer and Human Resources in the first instance.

5. Responsibilities & Reporting

5.1 Compliance, monitoring and review

The RedR HR manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or Red requirements/strategies/values,
- Is implemented and monitored, and
- Is reviewed to evaluate its continuing effectiveness

5.2 Reporting

Allegations of abuse or other criminal activities, such as theft, assault, or “risk of significant harm’ to children and young people will be reported to the police or relevant authorities.

6. Related policy and documents

This policy should also be read in conjunction with the following policies:

- RedR Staff Terms and Condition – Office Employees
- Inclusion and Diversity Policy

7. Document control

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Approved by:	CEO
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