**Performance Improvement Plan (PIP) Policy**

**Introduction**

The company acknowledges that from time to time that due to a variety of reasons performance can drop below the required levels. This policy outlines the formal steps aligned to implementing a Performance Improvement Plan.

**Policy Scope**

The policy applies to all employees of ISME that have passed their initial employment probation period.

**Application**

Following an appraisal, disciplinary outcome or counselling session where management have identified Behavioural or Performance issues a formal Performance Improvement Plan may be implemented. The goal of this process is to be corrective and offer the employee support to achieve the required standards.

The employee will be invited to a formal meeting with their manager. The meeting will be documented, and the appropriate template will be used.

There will be a review of the issues that have been identified and where possible Key Performance Indicators will be referred to.

The process will be applied across three stages. At the completion of each stage the progress over the previous stage will be reviewed and there will be a discussion around positive achievements and further areas for development.

The targets for the next stage will be agreed and the date for the next review meeting will be set.

**Completion of PIP**

The PIP will only be considered to have been completed after the employee has successfully passed the third and final stage. The PIP cannot be completed prior to this at any of the earlier stages.

**Failure to Pass a Stage**

If the employee as not achieved the targets for the relevant stage, they will be required to repeat the stage. The manager and the employee will review the targets for the stage, and they will only be amended if there is an objective reason to do so.

If the employee fails the stage for a second time, they will be issued with a sanction. This will be at the first level identified in the company’s Disciplinary policy. The employee will then be required to repeat the stage and if there is a further failure of the stage the next level of sanction outlined in the company handbook will be applied. No level of sanction will be issued at any stage unless the employee has failed the relevant stage at least twice.

Once the employee has successfully completed the Performance Improvement Plan, any outstanding disciplinary sanctions will be reduced by one level - to a minimum of a verbal warning - and will remain on file for 12 months.

**Appeal**

Where a Disciplinary sanction has been issued the employee will have the right to appeal and must submit a written appeal to the CEO within seven days of receiving the sanction. The appeal request must outline the grounds for appeal.

**Policy Breaches**

Breaches of this policy will be dealt with in line with the normal company Disciplinary procedure.

Associated Policies

* Disciplinary Policy