

BRADFORD WATTS

Performance Improvement Policy

Bradford Watts Ltd. creates a high-performance culture by supporting and encouraging the achievements of our employees and managers. In order to support achievement, underperformance is addressed so that employees have a chance to improve their performance.

Employees are responsible for ensuring that they understand and perform their roles at a high level, actively engaging with their managers to improve their performance, and focusing on improvement on a day-to-day basis. BWL Managers are responsible for ensuring that the required performance standards are clearly communicated and understood by employees, addressing underperformance by personnel, and maintaining a reasonable workload for personnel.

When a BWL Manager sees fit to discuss an employees' underperformance, the Manager must submit a request to the employee for a meeting. Requests must be presented to employees 5 working days before they are required to attend. The request must include the date, time, and place of the meeting, detail specific performance concerns, and detail any potential outcomes of the meeting.

During the meeting, the employee and BWL Manager are expected to review the expectations of the employees' role, detail support and training strategies to improve the employees' performance and determine an outcome of the meeting. A report containing the specifics of the meeting must be drafted by the BWL Manager and presented to the Human Resources Manager(s).

Six weeks after the performance improvement meeting, the employee is expected to meet with the BWL Manager a second time to evaluate and review progress. Employees will be categorised in three ways:

- with satisfactory improvement.
- partial improvement.
- insufficient improvement.

Employees categorised as showing satisfactory improvement have been assessed as showing significant improvement and achievement, and, therefore, no further action will be necessary. Employees categorised as showing partial improvement will require further review and additional meetings to improve performance. Employees categorised as showing insufficient improvement may be subject to termination by discharge. Employees that have showed partial improvement, and require a second meeting, have a right to be accompanied by a representative.

If an employee would like to appeal a request for a performance improvement meeting, or the outcome of a performance improvement meeting, the request should be made to the Human Resources Manager. The HRM must obtain all work files and review a complaint form from the Department Manager regarding the employees' underperformance. The HRM will determine how to proceed.

Employees who are subject to more than two performance improvement meetings in a one-year period, may be subject to termination by discharge.

F. Pimley,
SHEQ Manager



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