



Performance Management Policy

Introduction

The laboratory is committed to ensuring that its employees are performing to the best of their abilities, and that their performance is aligned with the laboratory's mission, goals, and values. This Performance Management Policy outlines the laboratory's approach to performance management and sets out the steps that it will take to ensure that all employees are performing at the highest level.

Purpose

The purpose of this policy is to ensure that the laboratory's performance management processes are effective, and that all employees are performing to the best of their abilities.

Scope

This policy applies to all employees of the laboratory, including full-time, part-time, and casual employees.

Policy

The laboratory's performance management activities will be guided by the following objectives:

- To ensure that all employees are performing to the best of their abilities;
- To align employee performance with the laboratory's mission, goals, and values;
- To provide employees with feedback on their performance;
- To identify opportunities for employee development and growth; and
- To reward and recognise high-performing employees.

The laboratory will follow a structured performance management process, which will include the following steps:

- Setting performance objectives and expectations;
- Monitoring and evaluating employee performance;
- Providing feedback to employees on their performance;
- Identifying opportunities for employee development and growth; and
- Rewarding and recognising high-performing employees.

The laboratory will provide employees with regular feedback on their performance and will encourage employees to seek feedback from their supervisors and peers.

The laboratory will identify opportunities for employee development and growth and will provide employees with the support and resources that they need to improve their performance.

The laboratory will conduct annual performance appraisals for all employees, which will provide employees with an opportunity to discuss their performance, receive feedback, and identify opportunities for improvement.

The laboratory will regularly review its performance management processes and will take appropriate steps to improve its performance management practices.

Conclusion

The laboratory is committed to ensuring that all employees are performing to the best of their abilities, and that their performance is aligned with the laboratory's mission, goals, and values. This Performance Management Policy provides a framework for the laboratory's approach to performance management and sets out the steps that it will take to ensure that all employees are performing at the highest level.