

PS-56 Capability Policy

Kilmac have a responsibility for setting realistic standards of performance, for explaining these standards carefully to employees and for supporting employees to achieve the standards set. Please see the induction and probation policies for further information. We reserve the right not to apply the full Capability procedure during the first 2 years of your employment with us.

All members of staff are required to perform their duties to an acceptable standard. Whilst the majority of staff meet or exceed the standards required of them, performance problems may arise. All Line Managers should be aware of the terms of the Capability Policy & Procedure and ensure that their direct reports understand its nature and scope. It is a manager's responsibility to identify underperformance and to seek to address this at the earliest opportunity.

It is recognised that capability problems may result from underlying work problems or personal issues that may be outside the employee's direct control. Consequently, there is a need to treat all capability issues with care and sensitivity and to identify and (where appropriate) address the underlying causes. As a last resort, the policy specifies the circumstances in which the employee may be redeployed to more suitable work or dismissed on the grounds of capability.

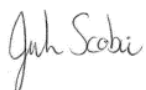
If an employee's poor performance is due to a conduct issue, then this will be addressed under the Disciplinary Policy and Procedure.

A written record of all meetings conducted under this procedure will be made and employees will have the right to be accompanied by a colleague at all stages. This procedure does not form part of any employee's contract of employment and it may be changed at any time.

Where your performance falls consistently below the standard required then your Line Manager will devise a Performance Improvement Plan for you. A performance improvement plan is a series of measures designed to help improve your performance. Each measure will ideally be agreed with you, although we reserve the right to insist on any aspect of the performance improvement plan in the absence of such agreement.

As part of the performance improvement plan, you will be given regular feedback from your Line Manager indicating the extent to which you are on track to deliver the improvements set out in the plan.

If, at any stage, the organisation feels that the performance improvement plan is not progressing in a satisfactory way, a further meeting may be held with you to discuss the issue. As a result of such a meeting, we may amend or extend any part of the plan.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie
Financial Director
23rd August 2024