
PERFORMANCE MANAGEMENT POLICY AND PROCEDURES

Purpose

The purpose of this Performance Management Policy is to establish a comprehensive and effective framework for evaluating and enhancing employee performance at Trendie. Our objective is to foster an environment where performance management is conducted in a fair, consistent, and constructive manner, aligning with our company's strategic goals and values. This policy aims to support employee development, promote accountability, and drive organisational success.

Scope

This policy applies to all employees at Trendie, including full-time, part-time, temporary, and contract staff. It encompasses all aspects of performance management, such as goal-setting, performance reviews, feedback mechanisms, and the implementation of performance improvement plans.

Performance Management Principles

- **Goal Alignment:**

Employee goals should be directly aligned with Trendie's strategic objectives, ensuring that every team member's efforts contribute to the broader success of the organisation.

- **Continuous Feedback:**

Performance management is an ongoing process. Regular feedback, both formal and informal, is crucial for guiding employee development and promptly addressing any concerns or opportunities for growth.

- **Fairness and Transparency:**

Performance evaluations must be conducted impartially, based on established, clear, and consistent criteria. Transparency throughout the process is essential to build trust and ensure equitable treatment.



Trendie

- **Development Focus:**

The primary focus of performance management is on fostering employee growth by identifying areas for improvement and providing avenues for professional development, such as training and mentoring.

- **Accountability:**

Employees are expected to take ownership of their performance. Managers are responsible for providing the necessary support and resources to facilitate success, creating a collaborative environment for continuous improvement.

Performance Management Process

- **Goal Setting:**

At the commencement of each performance cycle, employees and their managers will work collaboratively to establish specific, measurable, achievable, relevant, and time-bound (SMART) goals. These goals should align with Trendie's strategic objectives and be documented in the employee's performance plan.

- **Ongoing Feedback:**

Managers are expected to provide regular feedback throughout the performance cycle. This includes scheduled check-ins, informal discussions, and constructive feedback aimed at keeping employees on track and addressing any issues early.

- **Mid-Year Review:**

A formal mid-year review will be conducted to assess progress towards established goals. This review provides an opportunity to identify any challenges, acknowledge accomplishments, and adjust goals as necessary to reflect any changes in priorities or circumstances.

- **Annual Performance Review:**

At the conclusion of the performance cycle, a comprehensive annual performance review will be conducted. This review will evaluate the employee's performance against their set goals, considering their overall contributions, achievements, and areas for improvement.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



- **Performance Improvement Plans (PIP):**

In cases where an employee's performance does not meet the expected standards, a Performance Improvement Plan (PIP) may be initiated. The PIP will outline specific areas for improvement, set measurable objectives, and provide a structured timeframe for achieving these objectives. Managers will offer support and resources to assist the employee in meeting the outlined expectations.

- **Development Plans:**

Based on the outcomes of the annual performance review, a tailored development plan will be created to facilitate the employee's growth and career progression. This plan may include opportunities for further training, professional development, mentoring, and involvement in projects that align with the employee's career aspirations.

Responsibilities

- **Employees:**

Employees are responsible for understanding their performance goals, actively seeking feedback, and fully participating in the performance management process. They should be proactive in their own development and strive for continuous improvement.

- **Managers:**

Managers play a key role in setting clear performance expectations, providing regular and constructive feedback, conducting performance reviews, and supporting employee development. They are also responsible for identifying training needs and facilitating access to resources that support employee growth.

- **HR Department:**

The HR department oversees the performance management process to ensure it is applied consistently across Trendie. HR provides training and support to managers, facilitates the review process, and ensures compliance with this policy.

Procedures

- **Documentation and Record Keeping:**

All aspects of the performance management process, including goal-setting, feedback, and reviews, must be documented and stored in the employee's personnel file. This ensures a transparent and accountable process.

- **Training for Managers:**

Managers will receive training on effective performance management practices, including how to set SMART goals, provide constructive feedback, and conduct performance reviews.

- **Addressing Underperformance:**

If an employee's performance falls short of expectations, the manager will initiate a discussion with the employee to understand the underlying issues. If necessary, a PIP will be developed, with clearly defined performance metrics and regular check-ins to monitor progress.

- **Appeal Process:**

Employees who disagree with their performance evaluation may submit a written appeal to the HR department. The appeal will be reviewed, and a meeting will be held with the employee, their manager, and a representative from HR to discuss the concerns and seek a resolution.

Compliance and Enforcement

Trendie is committed to ensuring that performance management is conducted fairly and transparently. Failure to adhere to this policy may result in corrective action, up to and including disciplinary measures. All parties involved in the performance management process are expected to act in accordance with the principles and procedures outlined in this policy.

Review

This policy will be reviewed annually to ensure its effectiveness and relevance to Trendie's evolving organisational needs. Any updates or changes to the policy will be communicated to all employees in a timely manner to ensure awareness and compliance.