



## **Performance Evaluation**

### **OBJECTIVE**

The objectives of the performance evaluation process are:

- To carry out and document performance assessments based on essential job functions and clear, realistic job standards.
- Enhance employee performance through consistent feedback from supervisors via annual and periodic performance assessments.
- Create an environment for better understanding between Reporting authority and employee towards each other's views and needs.
- Commend employees for displaying good performance and
- Identify areas of improvement

### **APPLICABILITY**

This Policy will be applicable to all on-roll full time employees of Nuvama Wealth Management Limited, its subsidiaries and associate companies.

### **ELIGIBILITY**

All employees who have joined the organization up to 30<sup>th</sup> September of the respective Financial Year are eligible for performance evaluation of the respective Financial Year. Any exception to this will be reviewed and approved by the BG HR Head.

### **GOAL PLANNING**

Annually, in the 1<sup>st</sup> quarter of the given financial year, KRAs, KPIs and goals are defined for all employees. These goals are the basis on which we evaluate the performance of the employee throughout the year. The definition and evaluation of goals are done through a mutual participation of both the employee and the supervisor/ reporting authority.

The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills and areas for improvement. Employees participating in the performance evaluation process are urged to talk frankly about the job profile, working conditions, problems or suggestions, and goals. It should be noted that the opportunity to talk with one's Reporting authority is not limited to these sessions. Employees are encouraged to discuss all issues and problems with their Reporting authority at any time.

It is the combined responsibility of the employee as well as the supervisor to ensure clearly articulated goals for the year; discuss any concerns/challenges and ensure defined objectives and expectations for the year.

### GOAL REVISION

The employee as well as the supervisor can initiate the discussion for a revision of goal if it is deemed necessary. Post discussion on the goal revision, the employee should update the Goal Sheet in the system and the Supervisor/ Reporting Authority (RA) should approve the revised goals to ensure the goal assessment process is updated.

### GOAL ASSESSMENT

Employee performance is evaluated at the end of the evaluation period with the participation of both the supervisor and the subordinate. The annual assessment has 4 sections.

1. Goal Assessment & Revision
2. Competency Assessment
3. Feedback & Development Plan
4. Rating Summary Information

The Reporting authority will conduct performance reviews and planning sessions with his/her direct reports annually, in a formal structured process. The performance discussion will be held between the Reporting authority and the employee on areas pertaining to:

- Employee's current job tasks and success in meeting them
- Recognize and encourage attributes.
- Discuss positive, purposeful approaches for meeting work-related goals.
- Discuss ways in which the employee can learn new skills.
- Set expectations for future.

### RATING DESCRIPTION

Performance Outcome	Description
Outstanding Performance	Delivers extraordinary level of achievement in terms of results, precision, quality, and timeliness. Takes responsibility beyond expectations. Positively influences others. Is a Role model.
Exceeds Expected Performance	Regularly exceeds expectations. Result oriented. Requires minimum direction. Can be relied upon for quality output and results; can take on more responsibility
Achieved Expected Performance	Consistently meets performance requirements with occasional display of above standard results and achievements
Needs Improvement	Performance below expectations, non-consistent, close supervision and guidance required.

## PERFORMANCE IMPROVEMENT PLAN (PIP)

### Objective

The objective of the PIP process is to help the employee scale up his/ her performance.

### Criteria:

- Employee should have completed 6 months since date of joining **or**
- Performance for the year was rated as Needs improvement **or**
- Performance has scaled down to below expectations since last review.

### Guidelines for PIP:

- PIP can be issued to employees only if they meet the PIP issuance criteria and their performance is not up to the expectations.
- PIP has to be perceived and communicated as a developmental tool in both letter and spirit by all stakeholders.
- PIP to be issued for a duration of 3 months as this provides a reasonable timeframe for employee to scale up his/her performance.
- Shorter PIPs can be issued provided the reason for same is deliberated and agreed upon by business and HR.
- Regular and constructive performance feedback must be shared by the Supervisor/ RA with the employee during PIP window.

### Communication

- PIP objective and intent to be jointly communicated by the Supervisor/ RA and HRRM to the employee (in person or over a Teams call)
- KRA's for the PIP period should be discussed and agreed with the employee with clear indicators of achievements and expectations.
- Ensure every feedback session/ discussion is documented in the PIP form.
- Any Training support should be captured in PIP form and initiated immediately when PIP starts.
- PIP to be issued by HR along with the final PIP form feedback
- Regular and constructive performance feedback to be shared with the employee during PIP window.

Version	Review Date	Owner	Approver	Review Frequency
1.1	May 2023	Vineet Sethi	Rashmi Nagori	Annually