

Thriveology Wellness CIC

Performance Review Policy.

March 2026



PERFORMANCE REVIEW POLICY

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INTRODUCTION

The purpose of this Performance Review Policy is to establish a framework for conducting performance reviews that focus on identifying developmental areas for employees and providing training and development opportunities to enhance their skills and capabilities.

1. PERFORMANCE REVIEW PROCESS

- Performance reviews will be conducted annually for all employees.
- The performance review process will involve a discussion between the employee and their supervisor to assess performance, set goals, and identify developmental areas.
- Performance feedback will be provided to the employee, and a performance improvement plan may be developed if necessary.

2. IDENTIFYING DEVELOPMENTAL AREAS

- During the performance review, developmental areas will be identified based on the employee's performance, feedback from colleagues, and self-assessment.
- Developmental areas may include specific subject knowledge, development of additional subject knowledge, sensory-based knowledge, mental health development, leadership capabilities, and areas for improvement.

3. TRAINING AND DEVELOPMENT OPPORTUNITIES

- Once developmental areas are identified, training and development opportunities will be discussed with the employee.
- Training opportunities may include internal training programs, external courses, workshops, seminars, conferences, mentoring, coaching, on-the-job training, and job rotations.
- Employees may also be encouraged to pursue further education or certifications to enhance their skills.

4. INDIVIDUAL DEVELOPMENT PLANS

- An individual development plan will be created for each employee based on their developmental areas and career goals.
- The development plan will outline specific objectives, timelines, resources needed, and responsible parties for each development opportunity.
- Regular check-ins will be scheduled to monitor progress on the development plan and provide support as needed.

5. BUDGET ALLOCATION

Thriveology will allocate a budget for training and development opportunities based on the needs identified during performance reviews. Employees and supervisors will work together to prioritise training needs and allocate resources accordingly.



6. PERFORMANCE AND REVIEW FOLLOW-UP

Follow-up performance reviews will be conducted to assess progress on developmental areas and evaluate the effectiveness of the training and development opportunities provided. Adjustments to the individual development plan may be made based on feedback and performance outcomes.

7. CONFIDENTIALITY

All performance review discussions and development plans will be kept confidential between the employee and their supervisor.

This Performance Review Policy aims to promote employee growth and development by identifying developmental areas and providing tailored training and development opportunities. By investing in employee development, Thriveology can enhance employee engagement, retention, and overall performance.

Review Date: MARCH 2027