

VIAMED Ltd

Company Personnel Manual

Section 9. Appraisals

Periodically, senior management carry out appraisals to ascertain whether employees are maintaining their ability and willingness to perform their duties, within the company, and also to make sure that the employee's attributes and attitudes are that which the company require.

At the same time it is mechanism for allowing employees to have their say on how they feel they are contributing and whether there are areas in which they feel management can improve working practices and conditions etc.

The appraisal will be in a format whereby the categories on the assessment form are rated 1 – 5; by the appraised, immediate supervision and a Director, each category also having unique sub-categories for rating.

All concerned will discuss the three separate ratings, with a final form completed, which, after discussion and agreement, reflects a fair compromise between the three.

The final form, on agreement, will be signed and dated by all parties. This will then be held in the individual employee personnel file.

Personnel, who are deemed to be fulfilling their duties, will rate a median value.

Below the median value will highlight areas, which personnel need to address.

Above the median value shows personnel who are dedicated, and putting into the company more than is usually expected of employees, thus demonstrating extra efforts in their duties, to the benefit the company as a whole.