## **Employee performance standards policy template**

[Organization Name]

Employee Performance Standards Policy

### **Introduction**

[Organization Name] is committed to maintaining high standards of employee behavior and performance. This policy outlines the expected behavior and performance levels for our employees, providing guidelines for both employees and management to follow. The policy aims to promote a positive work environment, support employee growth, and contribute to the organization's success.

### **Definitions**

The following definitions apply to this policy:

* Attendance: Refers to an employee's physical presence at their assigned workplace during scheduled working hours.
* Productivity: Measures the quality and quantity of work produced by an employee within a specified timeframe.
* Communication: Includes verbal and written interactions between employees, supervisors, clients, and other stakeholders.
* Teamwork: Collaborative efforts among employees, departments, and teams to achieve shared goals and objectives.
* Adaptability: Employees' ability to adjust to changing business needs, processes, or technologies.
* Professionalism: Conducting oneself with dignity, respect, and integrity in all aspects of work.

### **Performance expectations**

Employees are expected to meet the following performance expectations:

**1. Attendance and punctuality:**

* Be punctual for work and meetings.
* Notify your supervisor in advance for any absences or tardiness.
* Maintain a consistent attendance record, avoiding unexplained absences or excessive tardiness.

**2. Work quality and productivity:**

* Demonstrate high-quality work that meets organizational standards.
* Complete tasks within assigned deadlines, managing your workload effectively.
* Take ownership of your work, ensuring accuracy and attention to detail.

**3. Communication:**

* Communicate clearly, concisely, and professionally in all interactions.
* Listen actively and respond appropriately to feedback.
* Use appropriate channels for communication (e.g., email, phone, or in-person discussions).

**4. Teamwork and collaboration:**

* Contribute positively to team efforts, sharing knowledge and expertise.
* Support colleagues when needed, fostering a collaborative environment.
* Participate in team meetings and activities, contributing to shared goals.

**5. Adaptability and flexibility:**

* Be open to learning new skills and assuming additional responsibilities.
* Demonstrate willingness to adapt to changing business needs and processes.
* Embrace new technologies and tools that enhance work efficiency and productivity.

**6. Professionalism and respect:**

* Conduct yourself with professionalism and respect at all times.
* Treat colleagues, clients, and visitors with dignity and respect.
* Maintain confidentiality and discretion in sensitive matters.

**7. Compliance with policies and procedures:**

* Familiarize yourself with organizational policies and procedures.
* Adhere to policies and procedures at all times, seeking clarification when necessary.
* Report any instances of non-compliance or potential violations to your supervisor or HR.

### **Responsibilities**

Employees are responsible for upholding the standards outlined in this policy. Failure to comply may result in disciplinary action, up to and including termination.
Management is responsible for:

* Providing clear communication and training on this policy.
* Setting performance expectations and providing feedback.
* Addressing performance concerns and taking appropriate disciplinary action.
* Ensuring consistency in applying performance standards across departments and teams.

### **Consequences of non-compliance**

Violating this policy may result in disciplinary action, depending on the severity and frequency of the violation. Disciplinary actions may include:

1. Verbal warning: A verbal warning will be issued, discussing the violation and expected improvements.
2. Written warning: A written warning will be provided, detailing the violation, corrective actions, and consequences of continued non-compliance.
3. Performance improvement plan: A performance improvement plan may be implemented to address specific performance issues.
4. Suspension: Depending on the severity of the violation, a suspension with or without pay may be enforced.
5. Termination: In extreme cases or repeated violations, termination of employment may occur.

### **Implementation and Review**

This policy is effective as of [insert date] and supersedes all previous employee performance standards policies. It will be reviewed and updated annually or as needed, ensuring it remains relevant and effective. All employees are required to sign an acknowledgement form confirming their understanding and commitment to adhere to this policy.

I have read, understood, and agree to uphold the employee performance standards policy. I understand that failure to comply may result in disciplinary action, up to and including termination.
Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_