APPENDIX 14B – EMPLOYERS’ HANDBOOK *(Amend to suit business needs and individual’s responsibilities. Remove comments in red before issuing)*

**SAMPLE PERFORMANCE AGREEMENT – OPERATIVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company objective** | **Employee linked objective** | **Next review date** | **Due date** | **Comments/status** |
| To produce excellent quality products | All work completed meets company quality standards as specified |  |  |  |
|  | Support provided to team members as required |  |  |  |
|  | Time keeping and attendance meet company requirements |  |  |  |
| To ensure customers receive products on time | All work completed within agreed timescales as specified |  |  |  |
| To provide excellent customer service | All customer requests dealt with promptly and effectively |  |  |  |
| To provide a safe and healthy work environment | Adherence to health and safety policies |  |  |  |