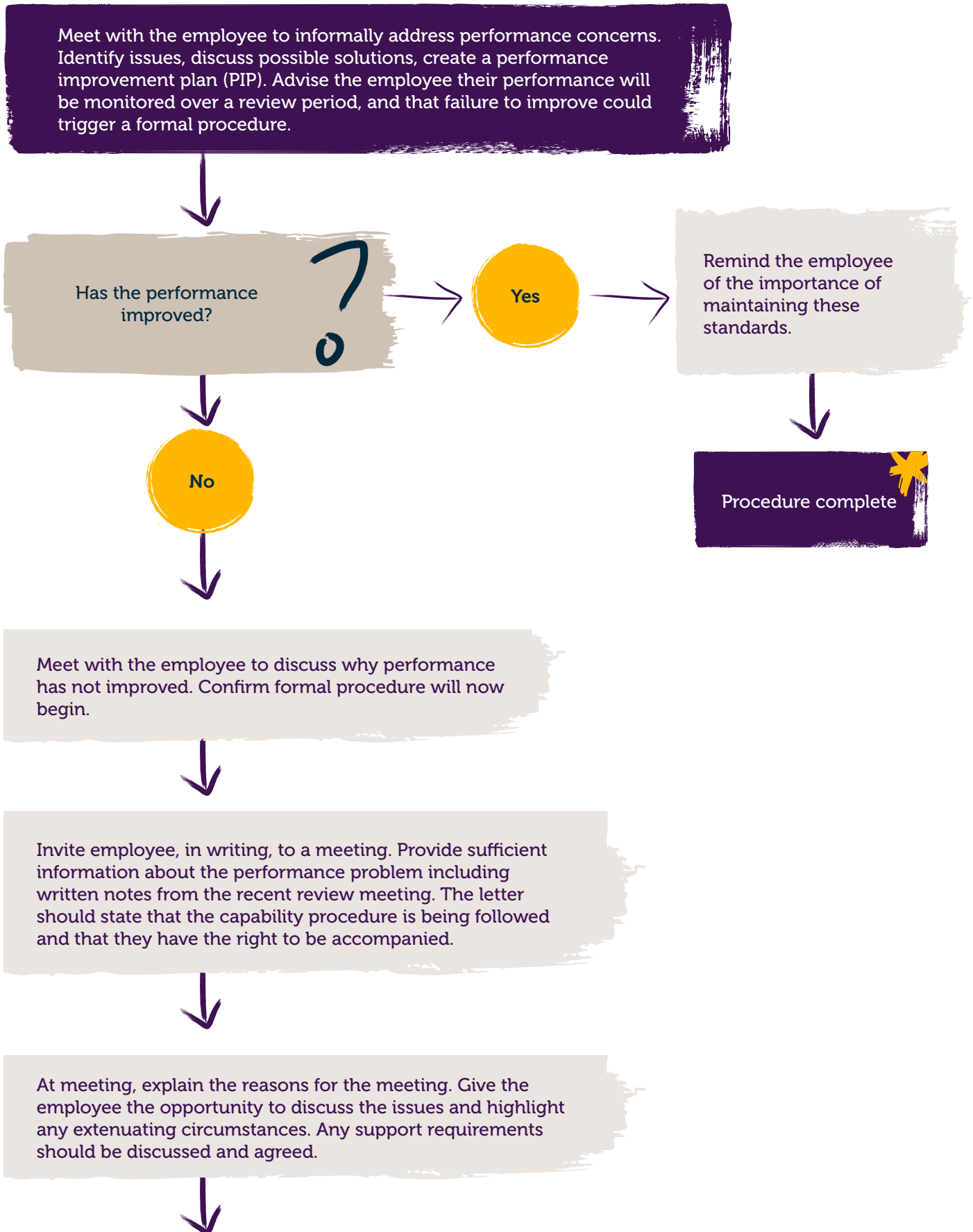


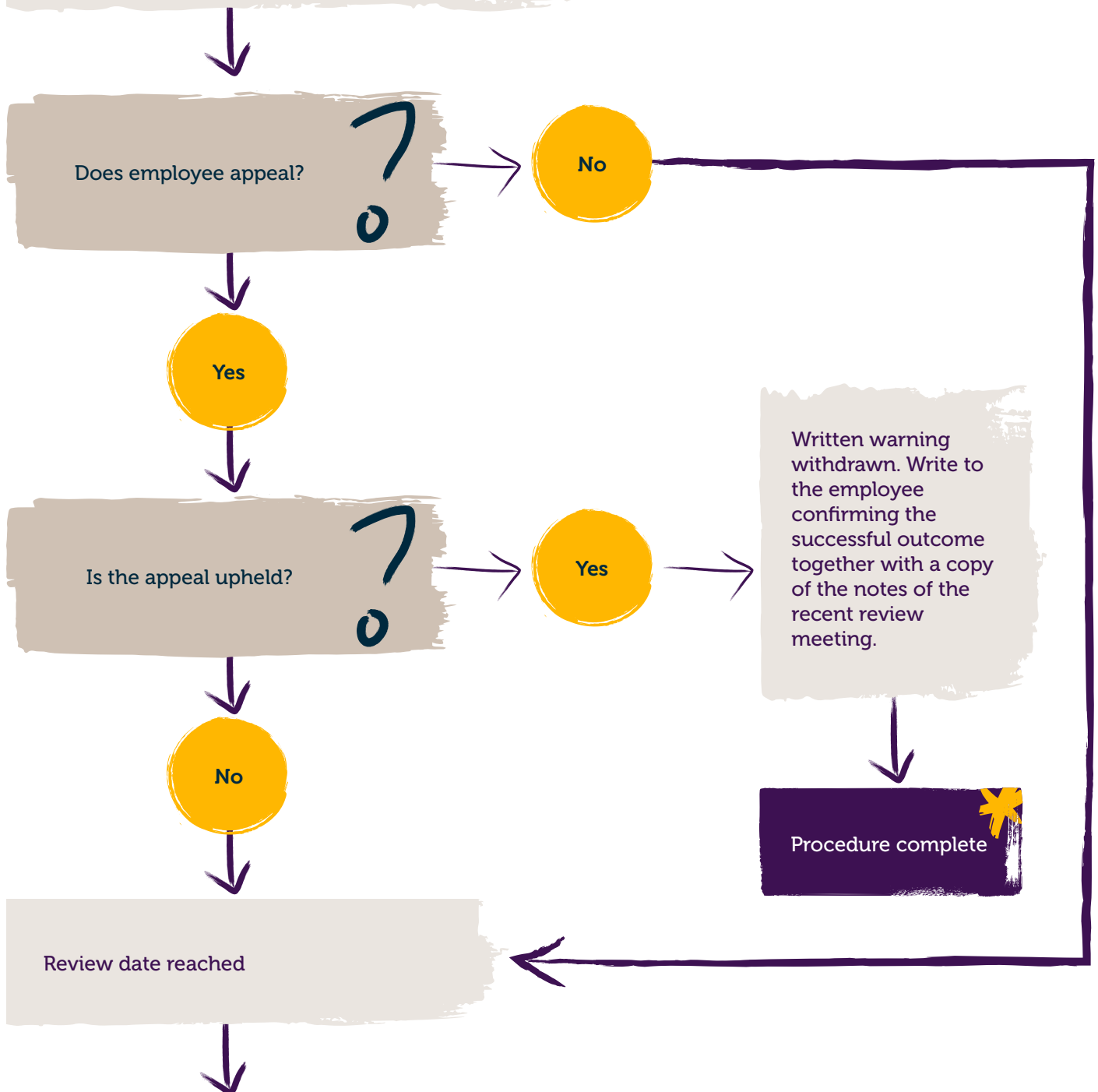
Capability procedure – performance related



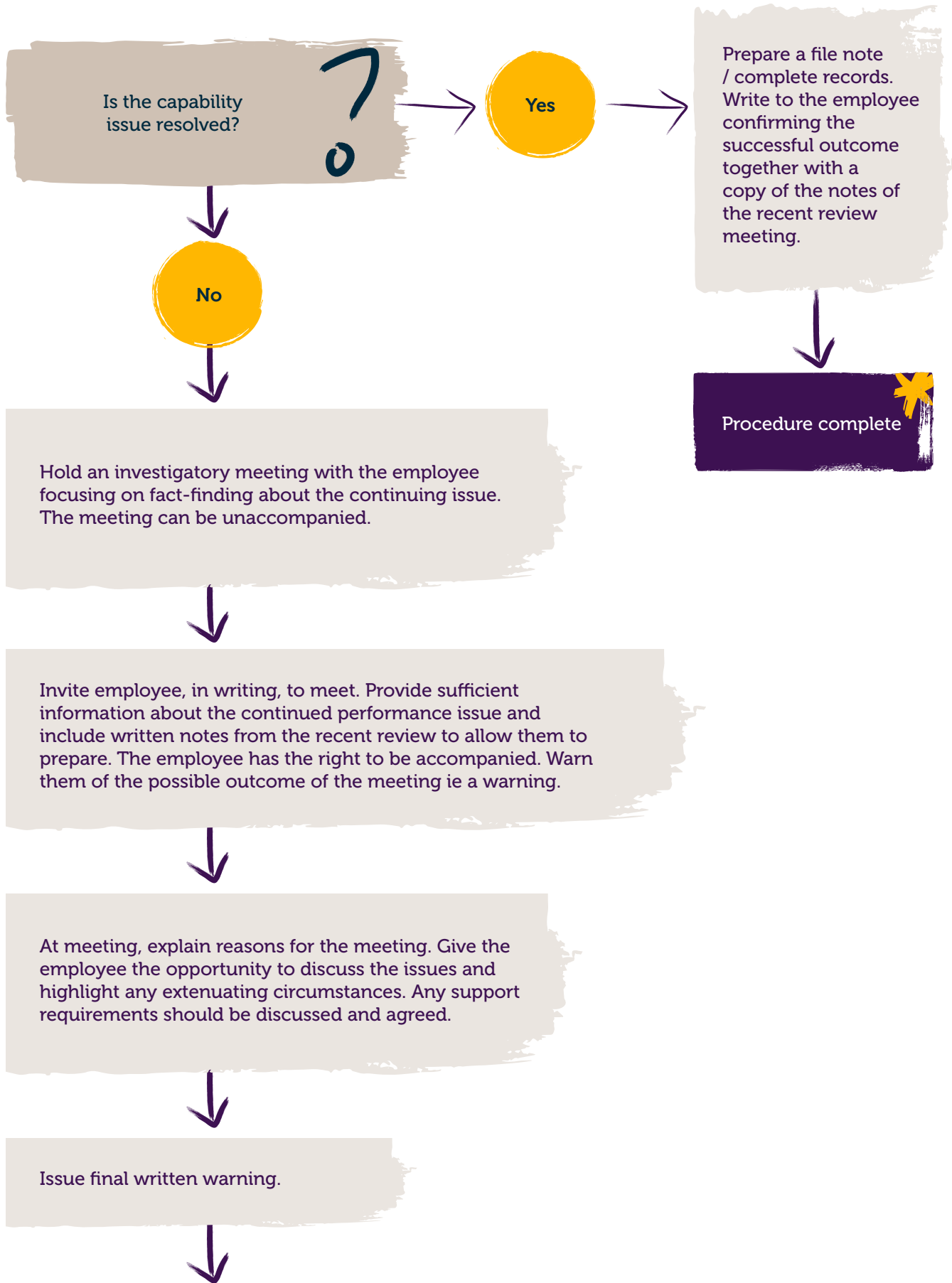
Capability procedure – performance related

Issue written warning. This sets out:

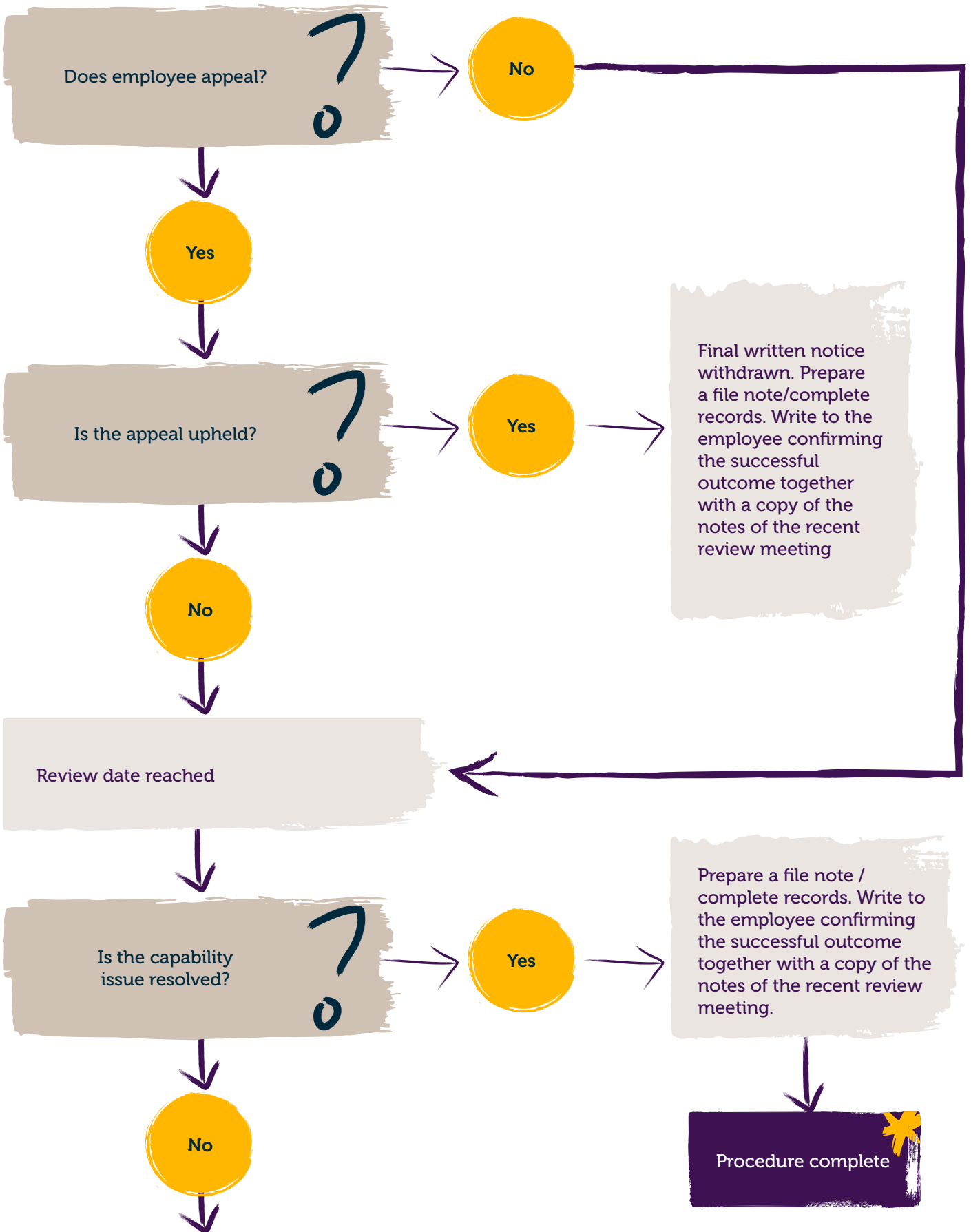
- the continuing capability difficulties
- the improvement required where this may be possible
- timescale for improvement
- consequences of failure to improve
- any assistance to be provided
- a review date
- the right to appeal



Capability procedure – performance related



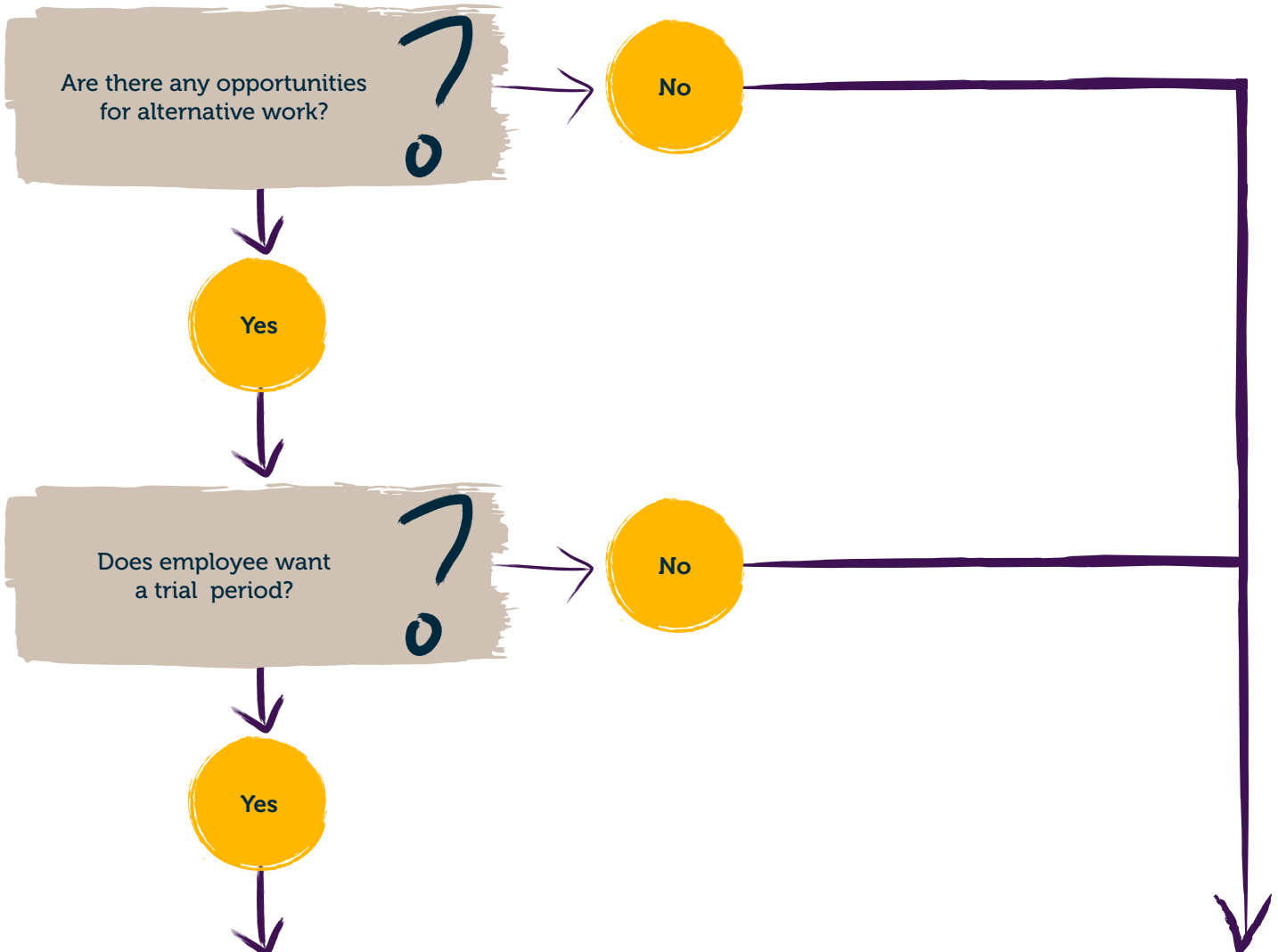
Capability procedure – performance related



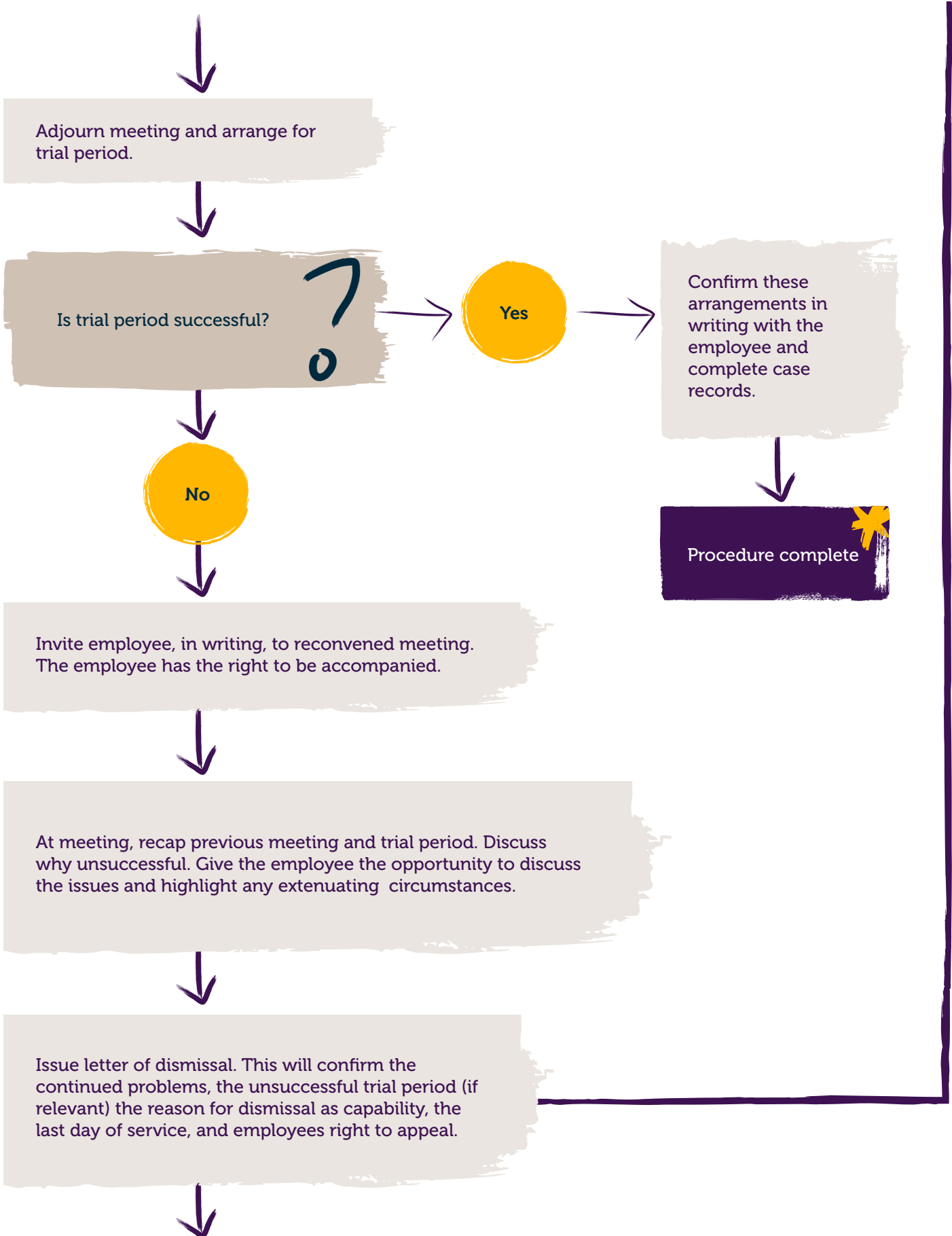
Capability procedure – performance related

Invite employee, in writing, to a meeting. Provide sufficient information about the continued performance issue and include written notes from the recent review to allow them to prepare for the meeting. The employee has the right to be accompanied.

At meeting, explain reasons for the meeting. Give the employee the opportunity to discuss the issues and highlight any extenuating circumstances. Any support requirements provided during the process should be discussed.



Capability procedure – performance related



Capability procedure – performance related

