

# Performance Management Policy

## The World U.P. Foundation

The World U.P. Foundation ("World U.P.") believes in the value of shared constructive feedback to improve the quality and results of management and staff performance within the organization. We encourage all individuals to work with us to have an open mind, open heart, and willingness to consistently learn and improve. As such, this Performance Management Policy is designed to hold the Chief Executive Officer ("CEO") and Staff to the same level of performance and expectations.

### GOALS

During the Annual Meeting in November, Board goals are established and approved. These goals are then translated to specific goals for the CEO, Executive Leadership, and Staff.

### CEO/Executive Staff

The CEO and any other Executives (ex. CFO, COO, etc) ("Executive Staff") shall be reviewed on a bi-annual basis. The Executive Staff shall complete a self-assessment. Any Staff reporting to the Executive Staff shall submit an assessment of the Executive to whom they report. All assessments shall be sent to the President (or Vice-President) of the Board for review. The President (or Vice-President) shall evaluate the Executive Staff using any feedback from the Board and the Staff Assessments. In the event that the CEO and the President are the same people, then the review duties fall to the Vice-President. All reviews shall be reviewed with the Executive Staff in a timely manner and a summary reported back to the Board.

### Staff

Any paid employee is considered a member of the World U.P. staff ("Staff") and shall be reviewed on a bi-annual basis. Each Staff member shall conduct a self-assessment. The CEO will complete a review of the Staff Member. The results shall be discussed between the Staff and the Executive in a timely manner and reported back to the Board for review. Progress updates can be held quarterly as needed.

### Performance Schedule

- October - Self-assessment and performance review forms are completed.
- November - President (Vice-President) reviews the results of the reviews.
- November - CEO reviews results with staff and sets goals for next year.
- May - Self-assessment and performance review forms are completed.

- June - CEO reviews results with staff.

### Performance Scorecard

Performance reviews shall be conducted using a scorecard that weighs the Performance, Engagement, Cultural Values, Relationship, and Commitment of the individual. The suggested [scorecard](#) is attached as Attachment A.

### Staff Recognition and Remediation

For excellent performance, the CEO can consider proposing to the Board an appropriate recognition for the staff member. All monetary awards require CFO/Treasurer for approval. If the funds are not currently budgeted, the Treasurer shall present the recognition for Board Approval.

For poor performance, a written action plan to improve performance shall be initiated. Appropriate timing and agreed-upon actions will be determined and approved by the CEO and the staff member. This is the basis for any additional actions as needed.