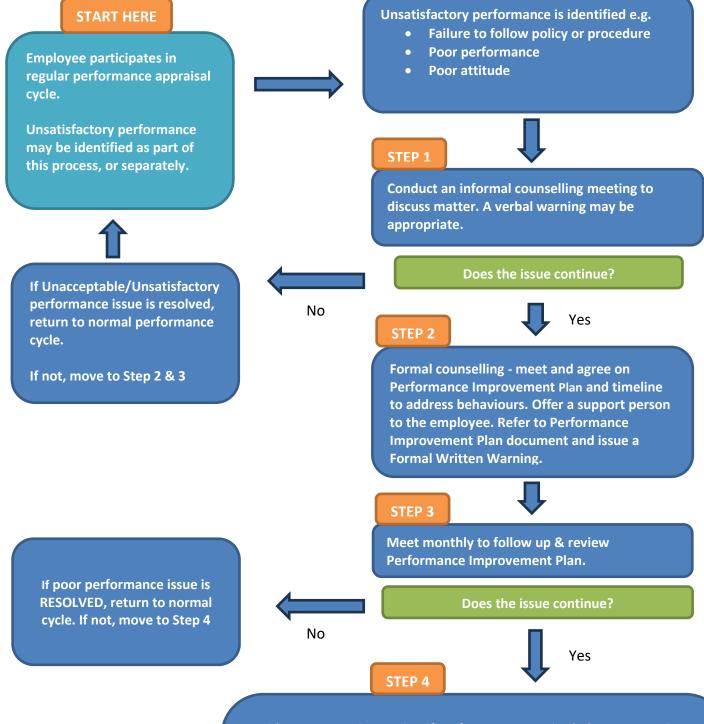
## **Managing Unsatisfactory Performance**



Decide on appropriate action if performance remains below expectations. This may involve a further meeting, a Second Written Warning, a Final Written Warning or Termination.

Prior to termination, ensure you have made every attempt to address the issue(s), and have given the employee adequate opportunity to improve/rectify.

This includes allowing them enough time to address the issue. Length of service should also be taken into account (i.e. more opportunities should be provided to longer term employees)

