

Development and Performance Procedures

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Purpose

Get Skilled Access (GSA) is committed to supporting the development of all of our people. The Development and Performance Procedures provide clarity on the various activities that will occur throughout the year in relation to employee development and performance as well as the role of each individual and their manager in the process.

Scope

The Development and Performance Procedures apply to all permanent and fixed term employees at GSA.

Annual Development Plans

At the start of each financial year, each GSA employee and their manager will meet to discuss and confirm an overall development plan for the year comprising:

- **Individual development priorities:** the skills and attributes the employee would like to grow and/or improve, and those that GSA would like to see the employee focus on.
- **Goals and KPIs:** tangible objectives that align with the employee's role and their contribution to GSA's strategy and operational plan.
- **Experiences:** the types of work experiences that the employee will ideally be exposed to, in order to focus on their individual development priorities and to support achievement of the agreed goals and KPIs.

Professional Development

GSA is open to considering requests from employees around formal professional development they would like to undertake and the possibility of GSA support from a funding perspective. Such requests should follow the Annual Development Plan discussions, and should be written up in a simple "business case" format and should clearly articulate:

- The "what,"
- The "why,"
- The benefit to the employee,
- The benefit to GSA, and
- The cost

GSA will give genuine consideration to each request for Professional Development, however approval will be on a case-by-case basis, considering the strength of the proposal and overall cost/affordability considerations.



Continuous Coaching & Feedback

GSA is committed to a culture of open and transparent feedback to support continuous improvement and high performance (for the individual and GSA).

- All GSA employees are asked to ask for and engage in regular feedback conversations focused on strengths, areas for growth and development and opportunities for learning.
- Managers are expected to be timely, thoughtful and courageous with such conversations and in addition to providing feedback to team members should be asking for (and receptive to) feedback on themselves as well.

Formal Performance Conversations

A quarterly formal performance conversation will occur between each employee and their manager. The quarterly conversation is an opportunity to revisit the Annual Development Plan and to review progress against development priorities, goals/KPIs and experiences.

Employees and managers should discuss the extent to which the plan is on-track or off-track and where refinement to the plan is required this should be documented as a part of these conversations.

GSA management may, in circumstances of significant concern around employee performance, initiate a more rigorous process intended to support a lift in performance. Such a process will be discussed with the employee prior to commencement.

Remuneration Reviews

Employee remuneration will be reviewed on an annual basis, considering the following factors:

- Market based remuneration factors
- Employee performance
- GSA financial position and affordability

Whilst there is no guarantee of annual remuneration increases GSA endeavours to maintain a competitive position on remuneration and where the above factors warrant adjustments to remuneration these will be implemented in accordance with a fair and considered process.

Employees in their probation period at the time of the annual remuneration review will not be eligible for an increase for that cycle.



Any applicable annual salary increases will usually take effect on 1 July each year however GSA management may alter the timing of this process at its discretion.

Incentives

GSA endeavours to share success with our team more broadly and as such where business financial performance permits, an incentive pool will be determined and distributed accordingly. Awarding of incentives is at the sole discretion of GSA management and GSA makes no commitment whatsoever to the ongoing payment of incentives.