



# Performance & Development Policy

From an employee's first day at SP Hunters, our aim is to set you up for success. We believe that the focus should be on our leaders and our people engaging in a performance partnership, based on shared goal setting, regular feedback, and open communication on a regular basis.

It is important that all of our people know how they contribute to the achievement of our purpose, our Strategic Plan and your own agreed performance indicators. In partnering with our people, we want everyone's goals to be clear and meaningful and make sure that our people have the opportunity to give and receive regular constructive feedback around their performance. The SP Hunters team are also provided with the opportunity for ongoing learning and development to succeed in their current role and to ensure their professional growth.

## Purpose

To outline our commitment to excellence by providing an encouraging environment where we are all accountable to achieve success and able to achieve satisfaction in our work.

## Policy Elements

### 1. Performance

- Leaders and new employees have regular Success Conversations which start during the probation period
- Key Performance Indicators (KPIs) are agreed and regularly discussed
- The successful or unsuccessful completion of the probationary period is based on these regular discussions, with a view to provide 'no surprises'
- Beliefs & the behaviours that underpin these Beliefs are shared, modelled and promoted
- Concerns and challenges are discussed and noted with possible solutions explored
- Good performance is recognised, and improvements are fostered through performance partnering

### 2. Managing Underperformance

- SP Hunters are bound to provide a safe, positive working experience for all of our people
- It is every person's right to work in a culture of mutual respect and fairness, any deviation from that is not tolerated at SP Hunters
- Measures are in place, and resources available, to assist each employee in achieving success for themselves and the organisation
- When required, Leaders address performance, conduct or capacity concerns through structured processes
- All actions or processes that SP Hunters takes to manage unsatisfactory performance or conduct are underpinned by the principles of procedural fairness
- SP Hunters engages processes aligned to our Beliefs to assist a prompt and appropriate resolution of grievances and disputes
- We support individuals involved in the grievance process, ensuring confidentiality and fairness is upheld

### 3. Development

- Our performance partnership includes growth and development and establishes learning initiatives through Performance Conversations & Career Conversations to assist with performance success and provision of development pathways
- SP Hunters provides learning opportunities to all employees which includes; mandatory training (in accordance with legislative requirements), 70/20/10 methodology (ensuring there is regular development on the job), and programs for development
- Career Conversations are held with leaders on a biannual basis to ensure career goals are explored and progress monitored



## Breaches

Breaches of SP Hunters Policies are treated seriously with outcomes including disciplinary action and termination of employment.

## Scope

This Policy applies to all employees.

Mr Stan Joyce

Chairman

Papua New Guinea Hunters Rugby  
Football Club Limited

Mr Jeremy Edwards

Director/Secretary

Papua New Guinea Hunters Rugby  
Football Club Limited

