

Performance Improvement Plans and Coaching

| | | | | |
|-------------------------|-----------------------------|-----------------------------------|---|-------------|
| Policy Number: HR035 | Effective Date: 01.01.10 | Review/Revision Date: 10.27.17 | Business Unit Responsible: Human Resources | Page 1 of 2 |
|-------------------------|-----------------------------|-----------------------------------|---|-------------|

Printed Copies must always be compared against the electronically filed Controlled Document to assure current Version.

1.0 PURPOSE: This policy describes actions that Agiliti may take to address employee job performance that fails to meet expectations. Agiliti retains discretion to take action it deems appropriate to the particular circumstances.

2.0 SCOPE: All Agiliti employees.

3.0 POLICY: If your performance falls below Agiliti' expectations, appropriate action will be taken. Such action may be taken in any order and may, depending upon the circumstances and at the discretion of Agiliti, include performance coaching, a Performance Improvement Plan (PIP) and/or termination. These measures, which are discussed more fully below, do not constitute an exclusive list of possible actions and may be taken in any order. They are intended merely as a guide.

If you have questions about the action taken, you should direct such questions to your manager and/or Human Resources.

Coaching

Coaching is a valuable communication tool that allows managers to discuss performance expectations and concerns with you. As a part of coaching, your manager typically explains or clarifies expectations about your job performance and provides guidance or suggestions on how to improve performance.

Performance Improvement Plan

- A Performance Improvement Plan typically includes the following information:
- Performance expectations at issue
- How job performance is not meeting expectations
- Explanation for performance gaps, if applicable
- Identification of measurable performance goals, with timeframes for accomplishing performance goals
- Identification of training, coaching or other resources to assist in meeting job performance expectations
- Discussion of next steps, including check-in meetings, deadlines and other follow up actions
- Identification of consequences for not meeting expectations and timeframes

Performance Improvement Plans are designed to improve performance, provide you with notice and an opportunity and resources to meet Agiliti' expectations and

Performance Improvement Plans and Coaching

| | | | | |
|-------------------------|-----------------------------|-----------------------------------|---|-------------|
| Policy Number: HR035 | Effective Date: 01.01.10 | Review/Revision Date: 10.27.17 | Business Unit Responsible: Human Resources | Page 2 of 2 |
|-------------------------|-----------------------------|-----------------------------------|---|-------------|

Printed Copies must always be compared against the electronically filed Controlled Document to assure current Version.

maintain the employee-manager relationship in a productive manner. Timeframes for Performance Improvement Plans should be designed as appropriate for the circumstances.

Performance Improvement Plans and/or coaching are not appropriate for all circumstances and may be used at Agiliti' discretion.

Termination

Agiliti may terminate employees for job performance that fails to meet expectations. The termination may be immediate or may follow other actions, such as performance coaching and/or a Performance Improvement Plan.

Managers

Managers should complete the Performance Improvement Plan in the HRIS system. Managers should contact Human Resources before terminating an employee and document the discussion using the Performance Improvement Plan in the HRIS system.