

- Failure to meet targets
- Higher than expected level of absence
- Inappropriate Behaviours
- Poor work outputs
- Work relationship diff culties

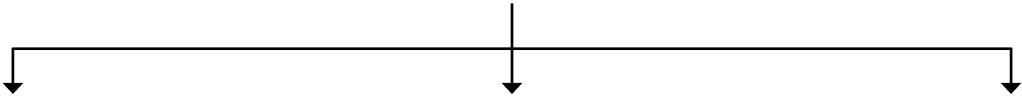


Manager to arrange private discussion with individual to:

- outline the issues,
- explore diff culties,
- agree improvement and timescales and provide a written note.



Manager to arrange a private discussion to review progress against the above and provide a written note.



No further action required

Further informal action required as above

