

PERFORMANCE MANAGEMENT POLICY



OVERVIEW

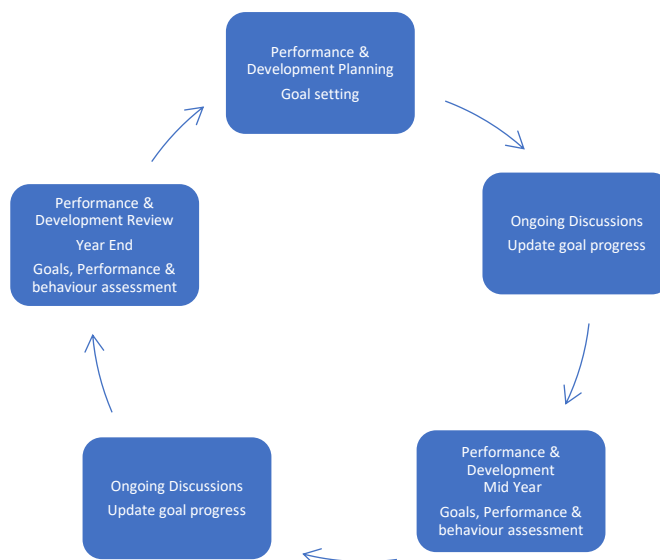
Melbourne Victory Limited (**Melbourne Victory, Victory, Club**) will provide all employees with clear position accountabilities and objectives, combined with regular feedback, support and personal development through participation in the Club's Performance Management program.

SCOPE

This policy is applicable to all Melbourne Victory Football Club employees (whether employed on a full- time, part-time, fixed-term or casual basis), but excludes the Club's playing group.

OPERATION

The diagram below demonstrates the Club's annual performance cycle, commencing at the Planning phase.



PERFORMANCE MANAGEMENT & DEVELOPMENT FRAMEWORK

Our framework includes, but may not be limited to, the following:

- Establishing clear role and performance requirements during probation
- Providing performance planning and review processes, facilitated twice per year via formal appraisal and monthly, informal performance catch ups.
- Staff training and development opportunities relevant to the role.
- Recognition and reward, where appropriate.
- Fair and reasonable practices that management adopt to address underperformance.

PERFORMANCE MANAGEMENT POLICY



POSITION DESCRIPTIONS

Position Descriptions shall be established and maintained for all existing positions within the Club, and thereafter whenever a new position is created, or an existing position is restructured. In addition, all Position Descriptions shall be reviewed by each employee and their immediate manager as an integral component of the annual performance appraisal process.

OBJECTIVE SETTING

In July, the Executive team will share department annual plans with their teams. From the annual plans, individual objectives shall be developed for each employee to be set and agreed on into a Performance and Development plan.

REGULAR PERFORMANCE REVIEWS

To ensure that all employees receive sufficient feedback, guidance, and support in undertaking/meeting their position accountabilities all Leaders are required to schedule and conduct monthly employee performance catch ups with their team members.

ANNUAL PERFORMANCE REVIEW & DEVELOPMENT PLAN

Formal performance reviews shall be completed on an annual basis in January/February for a mid-year review and in May/June for the full end of year review of each year, using the standard Club Performance Plan form.

The annual performance reviews should be viewed as a formal discussion and confirmation of all the informal, monthly interactions that have occurred between each participating employee and their leader throughout the course of the review period.

Once the review has been finalised, it remains the joint responsibility of the leader and employee to ensure that the agreed Development Plan is carried out. This plan, a combination of on-the-job training, special assignments and external courses or studies, is designed to enable the employee to perform at a competent level in their current position.

LEADERSHIP RESPONSIBILITIES

Our success is not just dependent upon having the right strategy and resources. It also relies on our leadership's ability to harness, direct, and support our teams and individuals to deliver to the Clubs Vision, and values.

Our Leaders do this by:

- Providing individuals and teams with relevant and constructive feedback
- Defining and communicating clear performance objectives and standards
- Reviewing performance in a fair and consistent manner
- Providing relevant learning and development opportunities
- Recognising and rewarding strong individual and team performance
- Identifying clear career progress routes for employees
- Facilitating the annual review process in accordance with the Club's requirements.

PERFORMANCE MANAGEMENT POLICY



EMPLOYEE RESPONSIBILITIES

All employees have a significant role in effective performance.

Employees are required to:

- Perform tasks assigned, and work towards achieving performance targets/established team and / or individual goals
- Take responsibility, lead individual professional, and career development
- Be open to feedback and provide constructive and relevant feedback to others, where needed
- Participate in development planning and actively take a learning approach toward further development
- Maintain ongoing communication and dialogue with your manager regarding your performance and communicating any identified hurdles to success in advance
- Participating constructively in performance improvement processes, should performance issues become evident
- Participating in the annual review process in accordance with the Club's requirements.

ADDRESSING UNDERPERFORMANCE

Underperformance is defined as when an employee is not meeting the specific performance requirements identified in either their position description, their Performance Plan, or the general standards of performance or behaviours expected of an employee, despite having received reasonable support, development and / or training to enable the employee to perform effectively.

It may also include:

- Non-compliance with workplace policies, rules or procedures,
- Disruptive or negative behaviour that could impact others in the workplace.
- When underperformance of an employee is identified by Management, the following steps may be utilised to improve performance to the desired state:
- Identification of the problem
- Assessing and analysing the problem
- Meeting with the employee to discuss the problem
- Devising a solution or remedy to address the problem. In some instances, a performance improvement plan may be established as a formal means of addressing the issue, with clear requirements on the employee to improve performance to the established criteria set out in the plan
- Monitoring the performance to achieve the desired performance requirements

Where underperformance continues, your manager may instigate further action, in the form of counselling, warnings and ultimately, if the issue is not resolved, termination of employment as per the Club's Discipline & Termination Policy.

RECORD KEEPING

Both the employee and manager will sign the performance plan to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly documented and communicated. Current Performance Plans will be accessed via the Performance channel in Teams.

Performance plans will be saved in the employee's personnel file at the end of the performance year.

PERFORMANCE MANAGEMENT POLICY



ANNUAL REMUNERATION REVIEW

Following completion of End of Year Performance Reviews in June of each year, the Club will conduct an annual Remuneration Review for all eligible staff, to be completed in August of each year. Provided that: -

Any employee who has been appointed or promoted within the previous 12 months (and in the case of promotion received a pay increase at that time), should have their remuneration review re-scheduled for completion upon 12 months service in their new position. In the following year, such employees shall participate in the annual Remuneration Review process.

The review process is based on legislated award increases, external benchmarking, internal role requirements and employee & company performance. Aside from legislated increases, all other increases will be discretionary, based on the Club's financial performance.

Once remuneration increases are approved, a standard Salary Review Letter will be issued to each eligible employee before the approved salary increases are implemented. A copy is to be placed on each employee's personal file.

BREACH OF POLICY

Any employees in breach of this policy may be subject to disciplinary action, up to including termination of employment, dependent on the nature of the breach.