



VAPE MERCHANT

ANNUAL PERFORMANCE & REMUNERATION REVIEW PROCESS

ANNUAL PERFORMANCE REVIEW & GOAL SETTING

Performance discussions held with each employee. Performance reviewed & goals / KPIs set.

1

JANUARY

FEBRUARY

2

ANNUAL SALARY REVIEW

Review process commences. Regional Managers & Operations Manager makes review recommendations to executive management for approval.

SALARY REVIEW SIGN OFF

Salary review recommendations discussed and signed off by executive management.

3

1 - 15 MARCH

16 - 31 MARCH

4

EMPLOYEE LETTERS / DISCUSSION

Salary review outcomes sent / discussed with employees.

SALARY MOVEMENTS TAKE EFFECT

1 APRIL 2023

5

APRIL

MAY

6

MANDATORY ANNUALISED TRAINING COMMENCES

Annual employee training and declarations.

MID YEAR PERFORMANCE REVIEWS COMMENCE

Mid year performance review discussions held with employees & goal / KPI check ins.

7

JUNE

JULY

8

MID YEAR PERFORMANCE REVIEWS CONCLUDE

Mid year performance review process concludes.

EMPLOYEE L&D

Employees focus on learning & development opportunities.

9

AUGUST

SEPTEMBER

10

EMPLOYEE L&D

Employees focus on learning & development opportunities.

EMPLOYEE L&D

Employees focus on learning & development opportunities.

11

OCTOBER

NOVEMBER -
DECEMBER

12

PREPARATION FOR ANNUAL PERFORMANCE REVIEWS

Employees commence preparation for their annual performance discussion & goal setting.