

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

Trident uses Performance Improvement Plans (PIPs) to support employees to reach and sustain the required standards of performance. A PIP sets clear expectations, provides support, and measures progress over a defined timescale.

2. Scope

This applies to all Trident employees (including probationary employees, where appropriate). This process is for capability/performance and not misconduct. If concerns relate to conduct, use the Disciplinary Procedure instead.

3. Principles

- We act fairly, consistently, and without discrimination.
- We set clear, measurable objectives and provide support to achieve them.
- We consider health, disability, workload, training, and resources as potential contributing factors.
- We keep accurate written records.

4. When a PIP is appropriate

A PIP may be used where:

- performance has fallen below the required standard, and informal support has not resulted in sustained improvement; or
- performance issues are significant enough to require a formal improvement plan.

5. Informal stage (before a PIP)

Managers should normally address concerns informally first: clarify expectations, provide coaching/training, and set a short review period. If improvement is not achieved or maintained, move to a formal PIP.

6. Starting a PIP (formal capability meeting)

A manager will invite the employee to a meeting to:

- explain the concerns and evidence;
- hear the employee's explanation and any relevant context;
- consider whether any reasonable adjustments are needed;
- agree the PIP objectives, support, and review dates.

Right to be accompanied: Where the meeting could result in a formal warning or dismissal, the employee may be accompanied by a work colleague or trade union representative.

7. PIP duration

Typical duration is 4–12 weeks, depending on role and objectives. Review meetings usually take place weekly or fortnightly.

8. Support during the PIP

Support may include:

- training or refresher training
- coaching/mentoring
- workload prioritisation
- clear instructions/quality checklists
- additional supervision or regular check-ins
- reasonable adjustments where required

9. Outcomes

At the end of the PIP period, Trident may decide to:

- Confirm improvement and close the PIP (with monitoring period if needed)
- Extend the PIP (if progress is evident and more time is reasonable)
- Move to the next capability stage, which may include a formal warning
- Consider dismissal on capability grounds (only where appropriate, and following a fair process)

10. Appeals

Where a formal warning or dismissal is issued, the employee has the right to appeal in line with the Capability/Disciplinary Appeal process.

11. Records and data protection

All PIP documentation is confidential and stored securely in line with Trident data protection requirements.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED



Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**