

Feedback & Alignment Program (F&AP) Details & Guidelines

Introduction

At EveryMundo, we promote intentional, constructive communication. With this in mind, we developed an approach that allows all employees to benefit from self-reflection and the input of their colleagues.

The Feedback and Alignment Program (F&AP) gives employees the ability to receive and offer constructive feedback. Through the Program, we put to use and optimize three key Company frameworks: 1) [the Values & Actions](#); 2) [the Employee Bill of Rights](#) and; 3) [Job Banding](#).

Purpose and Goals of the F&AP

The purpose of this program is not to rank or assess one person's performance against another's; it is intended solely for everyone's individual development. Based on the feedback provided, all employees receive a short-term development and alignment plan. This plan is documented at least once per year and monitored for progress, by managers and their direct reports, on a regular basis. This ensures open dialogues between managers and their direct reports - it also helps identify and overcome obstacles impeding individual progress.

The Method

Again, this program applies and checks for alignment with three core EveryMundo frameworks: Job Banding, Values & Actions, and The Mundo Bill of Rights:

- Managers give constructive feedback to their direct reports based on their alignment with their current roles (Job Bands) and their alignment with our Company values (Values & Actions).

- Direct reports give managerial performance feedback to their managers based on their alignment with The Bill of Rights.
- All employees self-assess their alignment and perceived growth opportunities within EM by applying these three core frameworks.

The Results

- A short-term development and alignment action plan for each Mundo
- Managerial development opportunities, training and support for all managers

Feedback Form Descriptions and Sharing Guidelines:

There are three feedback forms:

1. **Self-Assessment Form:** This form is completed by everyone as a first step. It is intended purely for self-reflection but shared with managers and People Operations to ensure transparency and maximum alignment.

In Section 1, *Company Values Alignment*, employees assess how they align to each Company value through their behaviors. In Section 2, *Band/Role Alignment & Impact*, individuals reflect on their job band alignment and consider how they might add more value to the Company. This is also a space for employees to identify opportunities for professional growth and skill development. This information is, of course, invaluable for managers and People Operations.

The self-assessment form also includes a section for managers only; they self-assess how their actions as managers align with the Bill of Rights (BoR). Each right is listed individually with its respective description for easy reference.

2. **Direct Report to Manager Form:** This form is intended to give managers the opportunity to receive feedback according to the BoR. The Company uses this feedback to help ensure that these 8 rights are being upheld for everyone in the

Company. The feedback provided here is anonymous, and aggregated by People Operations. The feedback content is later shared with individual managers (team member names are removed).

Section I, *BoR Alignment*, is for employees to assess their manager's performance against each right listed in the BoR. Section II, *Company Values Alignment*, allows direct reports to describe their manager's alignment with EveryMundo's 7 core values.

- 3. Manager to Direct Report Feedback Form:** This form is intended to provide employees with the information they need to develop and thrive. It is not grouped across multiple individuals or used to measure relative performance in the Company. It is meant solely for the benefit of the feedback recipient.

The *Values Alignment* section is where Managers describe how their direct report demonstrates alignment to Company values through actions, i.e. behaviors. The *Job band Alignment* section allows Managers to assess and note where a Mundo excels and how he/she can improve alignment against each band pillar. Managers use this information to help direct reports prioritize individual growth and development goals. If applied, all of this feedback can result in an individual's career advancement within the Company.