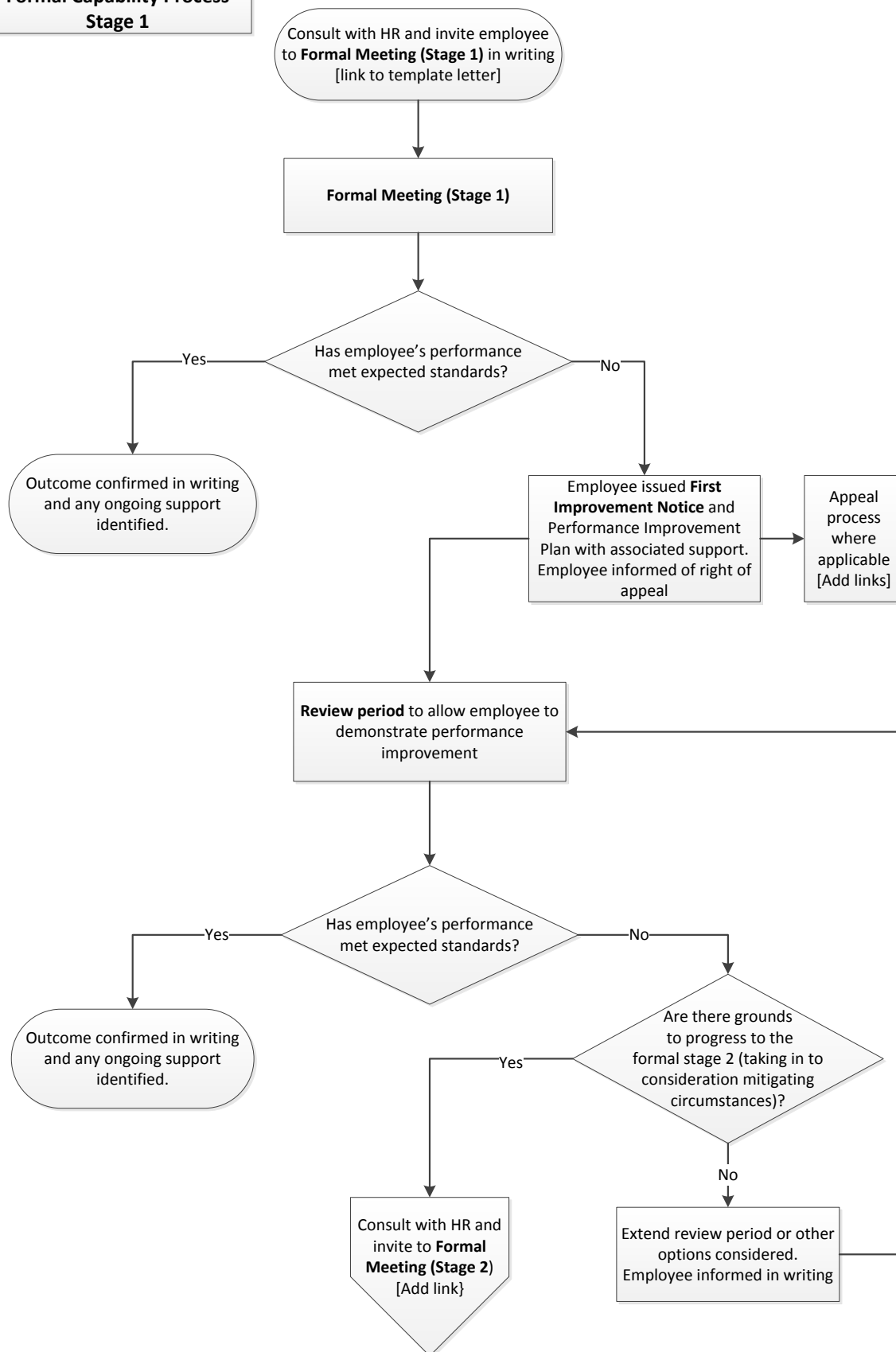


**Formal Capability Process
Stage 1**



¹ Mitigating circumstances are factors which affect an employee's ability to meet the expected standards set