



July 01, 2024

**POLICY STATEMENT REGARDING
Evaluation for Employee Job Performance**

1 PURPOSE:

1.1 The evaluation of employee job performance at BioSpectra Inc., is a critical process aimed at assessing individual contributions, providing feedback for development, and aligning organizational goals with employee performance. The purpose of this policy is to ensure managers and employees are aware of the company's performance expectations as well as their respective responsibilities.

2 SCOPE:

2.1 This policy applies to all regular full-time and part-time employees of BioSpectra.

2.2 This policy statement is referenced in the BioSpectra Employee Handbook: Section 3, Working Hours and Pay.

3 POLICY:

3.1 Managers and supervisors are expected to establish performance planning. Their responsibilities include monitoring performance, ensuring employee development, evaluating employee's performance through employee ratings, and recognize employees individually for notable performance achievements.

3.2 Employees are expected to understand their job responsibilities. They are to be thorough in reviewing work and deliver on commitment. To implement this, they must utilize key performance behaviors.

3.2.1 The key behaviors are quality of work, job knowledge, delivers results, acts decisively, (drives) continuous improvement, promotes teamwork and develops oneself and others.

4 FREQUENCY OF EVALUATIONS:

4.1 Performance evaluations will be conducted annually for all employees, typically beginning in January through early February of that calendar year. Additional evaluations may be conducted at the discretion of management or as necessitated by specific circumstances (e.g., new role, significant change in job responsibilities).

5 EVALUATION CRITERIA:

5.1 Evaluations will be based on pre-established job requirements, key performance indicators (KPIs), annual Divisional, Dept., or individual Goals, and any additional competencies relevant to the employee's role.



6 COLLABORATION:

6.1 It is the practice of BioSpectra to set annual goals for the Organization and Division. Further to that, Managers and employees may collaboratively set specific individual goals and objectives at the beginning of the evaluation period to guide the assessment process.

7 FEEDBACK AND DEVELOPMENT:

7.1 Following the evaluation, feedback will be provided to the employee in a constructive manner, focusing on both achievements and areas needing improvement. Developmental goals and action plans may be established to support the employee's growth and career progression within the organization.

8 CORRECTIVE ACTION PROCESS:

8.1 Evaluations will be typically conducted the employee's direct supervisor or manager. Evaluations will include a review of the employee's performance against established criteria, strengths, areas for improvement, and overall performance rating. Further Information regarding corrective action can be found in Employee Handbook, Section 2: Employment as well as BioSpectra Corrective Action Policy, Version 3.0.

8.2 The following steps in the Corrective Action process are designed to ensure managers and employees are accountable for resolving performance problems:

- 8.2.1 Problem Diagnosis & Resolution – The initial step begins with understanding the root cause of the problem and developing actions to resolve it.
- 8.2.2 Employee & Manager Accountability – Employees are expected to take accountability for their part in the performance problem, co-developing a plan with their manager and taking ownership for resolving it. Managers are responsible for addressing performance problems within their department, providing feedback to employees and providing support to resolve the problem.
- 8.2.3 Employee Commitment – Employees are expected to make a verbal commitment to resolve the performance problem and follow through with the agreed upon plan.
- 8.2.4 Documentation – Once the plan is developed and agreed upon, a summary of the plan and commitments of both the employee and the employee's manager are documented and signed.
- 8.2.5 Communicating Disciplinary Action – When it is determined that disciplinary action is appropriate, the manager communicates the level of the disciplinary action, and future consequences if the problem is not resolved. Disciplinary actions are documented and retained in the Human Development department.
- 8.2.6 Monitoring Progress – The manager and the employee meet periodically to review progress with respect to the employee's performance.



9 CORRECTIVE ACTION DOCUMENTATION & COMMITMENT:

9.1 Corrective Action Plan Documentation – After a corrective action plan is developed, the manager is to document, summarize the plan and share it with the employee. If it is determined that disciplinary action is appropriate, the manager is to inform the employee as to the level of the disciplinary action.

9.2. Employee Commitment – Employees are expected to make a commitment to any reasonable plan to resolve the performance problem and sign a document signifying this commitment. If, at any point, in the corrective action process, the employee is unwilling to make a commitment to do this, the disciplinary action is immediately accelerated, at a minimum, to Suspension and Decision Leave.

9.2.1 When is an Unpaid Suspension with Commitment Appropriate? – When an employee has a prior reliable work history, it may be appropriate for the manager to give the employee time off to properly consider their commitment to resolve their performance problem. When no such history exists, BioSpectra will end the employment relationship with the employee.

9.2.2. Refusal to Make a Commitment – If an employee ultimately refuses to commit to resolving their performance problem, BioSpectra will end the employment relationship with the employee.

10 APPEALS PROCESS

10.1 Employees who believe their evaluation is inaccurate or unfair may request a review with both their manager and Human Resources. This process allows for a fair and impartial reconsideration of the evaluation results. In addition, the employee may provide comments to be included with their performance evaluation.

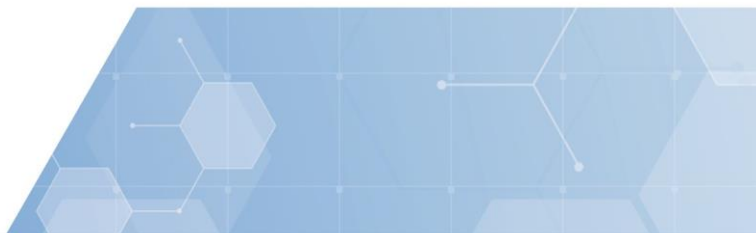
11 TRAINING AND SUPPORT

11.1 Managers responsible for conducting evaluations will receive training on the evaluation process, including providing effective feedback and conducting fair assessments.

11.2 Employees will have access to resources and support to help them understand the evaluation process and maximize their performance.

12 IMPLEMENTATIONS

12.1 This policy shall be implemented under the direction of the Human Resources Department in collaboration with departmental managers. Regular review and updates to the policy may be conducted to ensure its effectiveness and alignment with organizational goals.



13 COMPLIANCE

13.1 All employees are expected to comply with this policy and participate fully in the evaluation process as outlined.

14 CONTINUOUS IMPROVEMENT

14.1 We will continuously review and improve our policies, practices, and procedures related to employee performance standards to ensure alignment with internationally recognized principles and best practices.

15 POLICY REVIEW

15.1 This policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

Policy Approval: Authorized person name: Paul DiMarco - Title: Sr. Vice President

A handwritten signature in black ink, appearing to read "Paul DiMarco".

Paul DiMarco | Senior Vice President
Commercial Operations
Paul.dimarco@biospectra.us