

Performance Review Policy

Richard D. Steele Construction (1979) Ltd.

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1.0 SUMMARY

Richard D. Steele Construction (1979) Ltd. is committed to providing constructive feedback and maintaining open communication with all employees. The Performance Review Policy (the "Policy") provides a general overview of how employees are coached, evaluated, and rewarded.

2.0 SCOPE

The Policy applies to all employees of Richard D. Steele Construction (1979) Ltd..

3.0 POLICY STATEMENT

The performance management practices are designed to:

- Ensure employees understand their job responsibilities and have specific goals to meet.
- Provide employees with actionable and timely work feedback.
- Invest in development opportunities that help employees grow professionally.
- Recognize and reward employees.

3.1 GOOD PERFORMANCE

Generally, employees who do the following things are more likely to receive positive performance reviews:

- Consistently meet their targets.
- Complete their job duties as expected.
- Show a willingness to learn and develop.
- Follow Richard D. Steele Construction (1979) Ltd.'s policies.
- Have a good attitude and collaborate well with colleagues.

3.2 REVIEWS

Richard D. Steele Construction (1979) Ltd. conducts [annual] performance reviews. Managers will complete the performance review form and arrange a meeting with the employee to discuss the review. The goal of the discussion is to:

- Recognize employees for good performance
- Talk about career moves and employee motivations
- Identify areas of improvement

In addition to formal performance reviews, managers should meet with their employees once per week to provide feedback and discuss any other matters.

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3.3 REWARDS

Pay increases or bonuses after a performance review are not guaranteed.

3.4 TRAINING

Training and development opportunities are available for all employees throughout the year and may be discussed during performance reviews.

If necessary, Richard D. Steele Construction (1979) Ltd. may implement an improvement plan, on-the-job training, job shadowing, or other training methods to develop an employee.

4.0 MANAGERS' RESPONSIBILITIES

To conduct effective regular meetings and performance evaluations, managers are expected to:

- **Set clear objectives:** Employees should know what is expected of them. When an employee is first hired, they should understand their job duties. Specific goals for each employee (and team-wide, if applicable) should be set. Those goals should be renewed during formal performance reviews.
- **Provide useful feedback:** During scheduled meetings with employee(s), guidance and feedback should be provided, as appropriate. Fairness and specificity are important to help them understand and improve.
- **Keep employees involved:** There should be two-way communication between managers and their employees. Expectations should be clear, and employees' motivations and aspirations should be taken into account. Training and development opportunities should be discussed.
- **Keep logs about each employee:** These logs help evaluate the employee, but they may also prove useful in the case of a reward, promotion, or termination.

5.0 REVIEW OF THE POLICY

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of Richard D. Steele Construction (1979) Ltd..

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ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read, understand, and agree to abide by the Performance Review Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____