

REGULATIONS OF THE WORK EVALUATION SYSTEM IN TAMEH POLSKA

§ 1

Definition and purpose of periodic employee evaluation

1. Work Evaluation System (Work Evaluation) is an objective and effective measurement of competencies that are key to obtain expected work results which contributes to building and strengthening positive organizational culture of TAMEH POLSKA:
 - 1) It is an assessment of functioning throughout the year based on the actually performed duties;
 - 2) It takes into account response to changing conditions and challenges;
 - 3) It allows for relations with environment, including co-operation and respect for others;
 - 4) It shows practical use of managerial skills;
 - 5) It appreciates everyday commitment and presented attitudes.
2. Specific objectives of Work Evaluation include:
 - 1) Identification of the level of compliance with expectations in the field of a given competence on a scale from 1 to 5;
 - 2) Diagnosis of Employee potential;
 - 3) Monitoring the dynamics of Employee professional development;
 - 4) Possibility to plan Employee development;
 - 5) Feedback to Employees regarding their work.

§ 2

Assumptions of the Work Evaluation System

1. Work Evaluation System is an integral part of the System of Management by Objectives (MBO), and is one of the element of Employee's evaluation.
2. The obtained result of Employee Evaluation, as an element of MBO, is taken into account in the overall evaluation of individual objectives, which together with an evaluation of company objectives, translates into the payment of the ANNUAL BONUS.

3. The evaluation covers Employees entitled to the ANNUAL BONUS – MANAGEMENT BY OBJECTIVES (MBO) pursuant to sec. V of THE REGULATIONS ON BONUSES AND REWARDS FOR THE EMPLOYEES OF TAMEH POLSKA SP. Z O.O. - CONSOLIDATED TEXT OF 01.04.2022
4. Work evaluation is conducted in two stages, in Q1 of each calendar year:
 - 1) till March 31 - STAGE I i.e. evaluation of competencies together with the settlement of MBO objectives for the previous calendar year. The key element of this stage is the summary interview conducted by the person making the evaluation i.e. the superior of the evaluated Employee, with respect to the issued competence evaluation and the achievement of objectives under MBO.
 - 2) till April 30 – STAGE II, i.e. an interview regarding development plans and recommendations, as well as objectives under MBO for the current calendar year. The key element of this stage is the interview, during which the superior of the evaluated Employee informs him/her about the company's objectives for the current calendar year, the superior and the employee jointly identify individual goals as part of the MBO and discuss actions, including development actions, necessary to achieve them.
5. Work Evaluation is made based on competencies defined in the Competence Model of TAMEH POLSKA SP. Z O.O., which constitutes Appendix no. 1 to these Regulations.

§ 3

Process organization

1. Work evaluation involves:
 - 1) Employee (Evaluated Person);
 - 2) Direct Superior (Evaluator) - a person to whom the evaluated employees report directly, in accordance with the organizational chart;
 - 3) Management Board of TAMEH POLSKA
 - 4) HR Director of TAMEH POLSKA.
2. Work Evaluation is based on the following procedure:
 - 1) The evaluated Employee completes the Self-Evaluation Sheet in a dedicated on-line application.

- 2) The completed Self-Evaluation Sheet is made available to:
 - the Evaluator;
 - Management Board of TAMEH POLSKA;
 - HR Director of TAMEH POLSKA.
- 3) The HR Director has the right to express his/her opinion on the functioning of the Evaluated Employee in the scope of selected competencies in the Opinion Sheet;
- 4) The Evaluator has the right to consider the opinion of the HR Director, taking into account the facts and behavior of the Evaluated Person related to a given competence;
- 5) The Self-Evaluation Sheet together with the Opinion Sheet is made available to the entire Management Board in order to develop an agreed evaluation of competencies for the previous calendar year;
- 6) The Evaluator completes the Evaluation Sheet in a dedicated on-line application and makes it available to the Evaluated Employee and schedules a summary interview within 7 days of making the Evaluation Sheet available, no later than March 31;
- 7) The summary interview may be combined with STAGE II pursuant to § 2 sec. 4 item 2);
- 8) If it is not possible to combine the summary interview with STAGE II, it should be conducted separately in the form of a separate interview, by April 30.

3. A detailed schedule for the activities described in section 2 is determined by the HR Director who then informs the persons participating in the evaluation process.
4. Completed and approved Evaluation Sheets in the form of a printout from the dedicated application are included in the Employees' personal files.
5. In a situation where the Evaluated Employee receives a rating of 1, the Employer implements a corrective plan indicating areas for improvement for the next 6 months. Before the lapse of the 6-month period, another meeting is held to verify the degree of implementation of the corrective plan. Further lack of improvement results in termination of cooperation with the Employee.
6. Justification of rating 1 and 2 by the Evaluator is mandatory.

§ 4

Procedure applicable to special situations

1. If the Evaluated Employee changes his/her position or his/her duties change significantly during the period to be evaluated, his/her Superior should evaluate the Employee after the change of the position/scope of duties, assuming that this period is longer than 3 months.
2. If during the year to be covered by the evaluation, the Employee's direct Superior changes, the employee should be assessed by the new direct Superior, taking into account the suggestions and assessment of the previous Superior. If the former direct Superior is no longer an employee of TAMEH POLSKA, the new direct Superior will make the evaluation in consultation with the Management Board.
3. If an Employee subject to the evaluation was absent from work for a significant part of the year, the decision on the legitimacy of the evaluation is made by his/her Superior. A significant part of the year is understood as a period of 6 months.
4. In exceptional cases agreed by the Management Board together with the HR Director, the Employee Evaluation may be carried out on paper, without the use of the dedicated on-line system.

§ 6

Supervision over the process

1. The process of the periodic evaluation is coordinated and supervised by the HR Director in cooperation with a designated Employee of the HR Department.
2. In the event of disputes and situations not specified in the Regulations, decisions are made by the Management Board.
3. The Regulations enter into force on the day of the Resolution of the Management Board.

Appendix no. 1 to REGULATIONS OF THE WORK EVALUATION SYSTEM IN THP

Appendix no. 1 to REGULATIONS OF THE WORK EVALUATION SYSTEM
IN TAMEH POLSKA

THE COMPETENCE MODEL OF TAMEH POLSKA

1. INTERPERSONAL COMMUNICATION

Active listening and effective verbal and written communication, both individually and in a group. The ability to communicate on a personal and professional level. Openness to and compliance with applicable values and standards.

1.1 Communication

General, broadly understood ability and willingness to establish contacts and communicate in a clear, simple and open manner.

1.2 Active listening

Ability to catch relevant information from verbal communication. Willingness to ask targeted questions, conscious cooperation and interaction with openness to people.

1.3 Verbal communication

Ability to communicate ideas and opinions to others in such a way that messages are understandable for the recipients to whom they are addressed.

1.4 Written communication

The ability to describe and formulate ideas, views, opinions in an open, clear and structured manner in order to ensure a correct understanding of the message.

1.5 Negotiation skills

Ability to reach agreement and consensus in situations where there are conflicting intentions, interests or objectives.

1.6 Presentation skills

Ability to present information and views in front of the audience in a clear and orderly manner, with optimal use of didactic materials and visual tools.

2. COOPERATION

Style, attitude and role adopted in cooperation with others. Ability to work in a group in order to achieve common goals, perform tasks and solve problems in a team.

2.1 Working together

Ability and readiness to work in a team and actively contribute to achieving common goals and results.

2.2 Establishing contacts (networking)

Ability and readiness to develop and maintain professional relations, both inside and outside the organization.

2.3 Sharing knowledge

Willingness to share with co-workers gained and possessed expertise and professional experience.

2.4 Empathy

The ability to feel and understand the thoughts, feelings and attitudes of co-workers and the associated willingness to react accordingly.

2.5 Social attitude

Ability to integrate socially at different organizational levels. The ability to spontaneously initiate, develop and maintain contacts and relationships.

3. RELIABILITY

Ability to respect agreements and function according to existing procedures, guidelines and standards.

3.1 Responsibility

Necessity and obligation to be accountable for own actions and willingness to bear their consequences.

3.2 Organizational involvement

Ability to get involved in the organization and act in accordance with its expectations, vision and values. Identification with company objectives.

3.3 Result orientation

Pursuit and ability to achieve the set goals.

3.4 Perseverance

Commitment and determination to achieve goals, even in the face of defeats and failures.

3.5 Credibility and consistency

Willingness to remain self, to act and to communicate spontaneously, consistently, honestly and in accordance with applicable values and norms, both at personal and professional level, regardless of the situation and interests of the parties.

4. PROBLEM SOLVING

Ability to properly assess and evaluate available information and develop effective solutions.

4.1 Gathering of information

The ability to obtain, process and understand data, problems or individuals. To be oriented and informed on a specific topic.

4.2 Analysis

The ability to view complex data through research, logical reasoning and combination of variable. Dealing with a problem from different sides in order to understand or explain it. Openness to alternative ways of solving problems.

4.3 Planning

Ability to prioritize when solving problems. Introducing structure to the activities and tasks performance. Putting the activities and tasks performance under the structure.

4.4 Goal orientation

Ability to work with clearly defined goals. Aiming to make the achievement of goals a challenge.

4.5 Initiative

Ability to identify and take advantage of potential opportunities. Willingness to take action, even if it's not explicitly required.

4.6 Decisiveness

Willingness and ability to take decisions and actions despite incomplete information or time pressure.

5. SITUATIONAL LEADERSHIP

The ability to match the leadership style to the capabilities and team preparation or to the subordinate. Intellectual openness and flexibility to quickly adapt to team management, to motivating, delegating tasks, in a functional, project-based or hierarchical environment.

5.1 Team management

Management of employees while performing their tasks. Ability to instruct and correct errors in an assertive and decisive manner.

5.2 Motivating

The ability to motivate and engage people to achieve a common goal based on visions and values.

5.3 Team development

- Constant monitoring of the needs of subordinate employees in the field of improving professional qualifications.
- Ensure compliance of raising professional qualifications by subordinate employees with the requirements specified in the positions they occupy
- Continuous training of subordinate employees in the form of internal training, paying particular attention to newly hired employees.
- Ability to properly assess the competencies and developmental needs of others and to provide them with adapted opportunities for further progress.

5.4 Conflict management

The ability to identify and discuss conflicts in order to achieve constructive and mutually acceptable solutions.

5.5 Dealing with diversity (tolerance)

The ability to understand differences in an individual's views and beliefs and the right to act freely and autonomously. Openness to different beliefs, views and approaches to tasks.

5.6 Accountability

The fact of being accountable and responsible (together with a co-worker, team, organization) for actions, effects, things that happened, supported by the ability to give a satisfactory reason for their occurrence.

5.7 Strategic thinking (vision)

Ability to create and develop a long-term vision of the organization, based on its strengths and weaknesses, as well as its current and future position in the industry and its overall market position.

6. WORKING METHOD

The ability to initiate and implement activities in a structured and targeted manner. Manage time, processes, tasks performed by oneself, one's subordinate, team or equipment, in a specific order.

6.1. Planning and organization

Ability to effectively prioritize, actions planning with taking into consideration time, resources and people.

6.2 Delegation

Ability to allocate tasks and responsibilities and to monitor their efficiency and effectiveness.

6.3 Follow up and control

Ability to monitor and control work and activities in terms of timing, quality and results.

6.4 Effectiveness and efficiency

Ability to achieve a good result and manage efficiently the time of one's own and the available resources, depending on the circumstances and requirements of the situation.

6.5 Flexibility

The ability to actively adapt own functioning or management style to current requirements of the situation.

EVALUATION SCALE:

5 significantly exceeds expectations

Possesses a high and broad competency expertise within the own discipline. Readily able to use competency skills for solving complex situations and problems effectively by setting up specialized actions or providing new insights. Act as the expert, to others, in complex and specialized activities.

4 exceeds expectations

Has an extended expertise of competency within the own function domain. Able to cope with complex situations and problems within required competency in a fluent and effective manner. Has the motivation and the flexibility to easily acquire new competencies and skills.

3 fully meets expectations

Has the required competency level and expertise to cope with the repetitive and recurrent situations within the function with success. Applies these skills in the existing working methods and processes. Independently knows where to find help and support in difficulties. Keeps the own competencies stage of development up-to-date.

2 below expectations

Has a limited level of competency and certain competency level based on experience, but insufficient expertise to independently disclosure of competency. Needs support from others and training with regards to the specific competency.

1 significantly below expectations

Insufficient level, does not have the necessary expertise or an insufficient level. Undertakes no efforts or little efforts to develop the competency