PERFORMANCE APPRAISALS

Purpose

The purpose of the performance appraisal is to evaluate and assess the salaried team member's performance and productivity and to provide feedback on strengths and areas for improvement.

Scope

The Policy applies to all exempt and non-exempt salaried team members within McWane, Inc. and its divisions and subsidiaries ("McWane" or "Company"), and relates the team member's performance to the division's business plan and achievement of the division's goals related to the team member's job duties.

Policy Statement

Managers will maintain regular records to provide frequent input on performance feedback throughout the year to avoid ineffective performance reviews.

Prior to the Manager/Supervisor reviewing an appraisal with the team member, the Manager/Supervisor must forward the appraisal to the local Human Resources Department for review to ensure consistency, fairness and objectivity. Appraisers are expected to relate the team member's performance to the division's business plan and discuss specifically the achievement of the division's goals that are related to the team member's job duties, including specific objective evaluation criteria for the previous year's business plan and goals and specific expectations for the coming year.

The Manager must complete and review all formal performance appraisals with all salaried team members, utilizing the Company's Performance Appraisal and Personal Development form, annually on or before March 31 each year.

A completed Performance Appraisal and Personal Development form must accompany all requests for merit increases and promotions. The performance appraisal should be completed and reviewed with the salaried team member, even when no increase is granted.

The Performance Appraisal and Personal Development form documents the salaried team member's level of performance and must be returned to the local Human Resources Department for inclusion in the salaried team member's permanent personnel file after the performance appraisal interview. A copy of the performance appraisal should be given to the salaried team member.

Questions

Questions regarding this Policy should be directed to your local Human Resources representative.

McWane reserves the right to modify, amend, supplement or replace this Policy at any time with or without prior notice.