

PERFORMANCE EVALUATION PROCEDURE

Number: HPL-APR-HR-420	Revision Date: 26-JUN-2022	Approved By: VP of HSET/HR
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PURPOSE

Hundseth Power Line Construction is committed to the success and growth of our employees. Through the performance management process, a constant line of communication is established which begins with onboarding to the end of the six-month probationary period and continues through the duration of the employment relationship. Following the performance evaluation process provides an avenue to review an employee's performance and establish goals to work towards for the next review period.

SCOPE

This Policy applies to all divisions within Hundseth Power Line Construction herein to referred to as "Hundseth," "HPL" or the "Company."

POLICY

Initial Progress check in – after completing the 6-month probationary period

New employees of Hundseth Power Line Construction as well as staff starting a new position will receive an initial review after completing 6 months in their new role. Completed evaluations should be sent to Human Resources for review and will be added to the employee's personnel file.

Annual Performance Review (to be completed by no later than December 15th of each year)

All employees will receive an annual performance review. The review process opens discussions on any issues, provides a measure of an employee's performance, provides an opportunity to review past goals and establish new ones that meet and coincide with Hundseth's corporate values.

Interim Reviews

Managers may initiate an interim review if competence and performance of an employee is not satisfactory. Communication of a plan for performance improvement will be documented and signed by both parties. Clear direction for determining improvement must be implemented and all documentation should be sent to Human Resources.

ROLES & RESPONSIBILITIES

Employees:

- participate in the evaluation process.
- create goals, provide feedback regarding performance

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Managers:

- conduct evaluations for each employee that reports to them for the term of their employment.
- create goals, provide feedback regarding performance and providing resources for a successful work relationship.
- Review PLT Apprentice and Journeyperson evaluations conducted by their supervisor or HSET.

Supervisor/HSET:

- conduct field employee, PLT Apprentice and Journeyperson evaluations.
- provide support during the evaluation process as required.
- provide the evaluation score to the apprentice admin to complete the apprentice scorecard.
- provide feedback to the manager regarding the apprentice evaluation conducted.

Human Resources:

- provide reminders to Managers and Supervisors to conduct employee evaluations.
- store the employee evaluations in the employee files.
- provide support during the evaluation process if required.

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Form	Frequency	Conducted By	Conducted To
HPL-FOR-HR-594 Employee Performance Evaluation	3- Months post hire or change of position	Manager or Delegate	Office Staff, Supervisors, Managers and Executive Staff
	Yearly after the 3- month review		
HPL-FOR-HR-599 Field Employee Performance Evaluation	3- Months post hire or change of position	Manager, Supervisor or Delegate	Field Employees who do not participate in the PLT apprentice or journeyperson evaluation
	Yearly after the 6- month review		
HPL-FOR-HSET-592 PLT Apprenticeship Evaluation	3- Months post hire or change of position	Supervisor, HSET or Delegate	PLT Apprentices
	Yearly prior to apprentice going to school.		
HPL-FOR-HSET-593 PLT Journeyman Evaluation	3- Months post hire or change of position	Supervisor, HSET or Delegate	PLT Journeyman
	Yearly		

RECORDS

All performance evaluations must be forwarded to Human Resources and will be kept confidential in employee files. All PLT Apprentice and Journeyman evaluations will be stored on eCompliance.

REFERENCES

- HPL-FOR-HR-594 Employee Performance Evaluation
- HPL-FOR-HR-599 Field Employee Performance Evaluation
- HPL-FOR-HSET-592 PLT Apprenticeship Evaluation
- HPL-FOR-HSET-593 PLT Journeyman Evaluation