

<b>TRU SOLUTIONS MANAGEMENT POLICY</b>	Number/Rev. <span style="float: right;">MP 1.7, Rev. 5</span> Page <span style="float: right;">1 of 2</span>
<b>TITLE: EMPLOYEE PERFORMANCE APPRAISAL AND DEVELOPMENT</b>	

<b>COGNIZANT SENIOR MANAGER:</b>	<b>APPROVED BY:</b>
Approval on File <span style="float: right;">6/7/05</span> D. G. Haug <span style="float: right;">Date</span> Chief Financial Officer Business Management	Approval on File <span style="float: right;">6/7/05</span> R. D. Raaz <span style="float: right;">Date</span> WTS General Manager

**1.0 POLICY**

Washington TRU Solutions LLC (WTS) will maintain a performance appraisal and development program to assess the job performance and provide for professional development of salaried nonexempt, and exempt employees. WTS's current employee performance appraisal system is designed to help individual WTS employees improve performance and reach their full potential.

**2.0 REQUIREMENTS**

WTS will convey its commitment to (1) the safety and health of its employees, (2) protecting the environment, (3) total quality and cost improvement, and (4) professional development and strong business management by requiring the establishment of goals by employees in each of these areas.

Goals are to be established annually by employees in conjunction with their manager. Newly hired and transferred employees will establish goals within 30 days of their WTS start date or transfer date. If employees experience major job scope changes, adjustment to goals and objectives should be made to reflect that scope.

The completed appraisal and development forms are to be submitted to Human Resources for retention.

**3.0 RESPONSIBILITIES**

**3.1 Human Resources**

The manager of Human Resources is responsible for the following:

- Assuring that the performance appraisal and employee development process meets the standards required by WTS policy, including documentation.
- Assuring that an explanation of WTS's performance evaluation and development process is part of the new employee orientation discussion.

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**3.2 Management**

Managers at all levels are responsible for the following:

- Conducting with each employee a goal-setting session, continuous informal performance feedback, and a final performance and development discussion.
- Recording and documenting current performance of each employee.

**3.3 Employees**

Employees are responsible for the following:

- Establishing, in concert with immediate management, annual safety, quality, and developmental goals.
- Developing and maintaining information on their own performance relative to established goals and overall performance.
- Participating in one-on-one formal and informal performance reviews with their immediate manager.