Biosite MEDICAL INSTRUMENTS		POLICY AND PROCEDURE	DOC NO.	BMI-PP-HRD-006	
			REV NO.	00	
		TITLE	PAGE	1 of 4	
		Performance Appraisal	EFFECTIVE DATE	June 5, 2024	
Prepared by:		Reviewed & Approved by:			
	ling				
Maria	Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

#### 1. PURPOSE

The success of our business will depend on the quality of our people and their continued growth and development. An effective performance management system will help stimulate the growth and performance of the employees and the Company. To ensure that all employees are properly directed towards common goals and objectives, a performance management system with common processes, tools and assessment elements, including a defined set of competencies and key people management responsibilities shall be implemented.

### 2. SCOPE

All employees of Biosite Medical Instruments, Inc.

#### 3. POLICY

- 3.1. Eligibility
  - 3.1.1. Probationary employees during their 1st, 3rd and 5th month
  - 3.1.2. All regular employees for their annual appraisal.
- 3.2. General
  - 3.2.1. The employee and his/her immediate superior shall conduct a performance discussion through an appraisal.
  - 3.2.2.Employees who fail to meet the mininum work performance criteria shall be subject to termination.
- 3.3. Performance Review Schedule
  - 3.3.1.Probationary Employees
    - 3.3.1.1. The performance of employees holding probationary status is assessed on their 1st, 3rd and 5th probationary period. The objective is to give the employee the opportunity to change and improve for the remaining period of his/her probation period.
    - 3.3.1.2. Probationary employees may be extended based on their 5th month performance appraisal as recommended by their Immediate Superior and approved by the Department Head.
    - 3.3.1.3. Probationary employees may be offered an early regularization if he/she has shown exemplary work performance on his/her 1st or 3rd month appraisal.
    - 3.3.1.4. One month before the expiration of the contract, the Immediate Superior shall make the formal assessment of the employee's performance to see if he is suitable for regular employment in the Company. The employee will then be informed on the decision whether to hire for regular employment or terminate the probationary contract. A recommendation to HRD shall be made by the Immediate Superior and has to be submitted to the Department Head for approval. The notice of termination of contract shall be issued to the employee.

### 3.3.2.Regular Employees

- 3.3.2.1. The performance of all regular employees shall be assessed every year.
- 3.3.2.2. Every January and based on the Company's business objectives for the coming year, the head of department shall communicate within his team the department's targets. The employee and supervisor shall then align personal objectives with that of the department and agree on work objectives for the coming year. It is the responsibility of

			POLICY AND PROCEDURE	DOC NO.	BMI-PP-HRD-006	
Diagita			POLICY AND PROCEDURE	REV NO.	00	
BIOSITE MEDICAL INSTRUMENTS			TITLE	PAGE	2 of 4	
			Performance Appraisal	EFFECTIVE DATE	June 5, 2024	
Prepared by:			Reviewed & Approved by:			
	ling		$\mathcal{A}$	`		
Maria	Krisma D. Adan		Kathleen D. Reyes, RMT, MHM, DBA			

the manager to ensure that employees reporting to him have objectives for the performance year.

- 3.3.2.3. Every November, HRD distributes the Performance Appraisal forms to the Department Heads. The Department Head shall distribute the form and direct reports shall be asked to initiate self-assessment and to rate his/her performance for the current year.
- 3.3.2.4. On November to December, Every November, HRD distributes the Performance Appraisal forms to the Department Heads. The Department Head shall distribute the form and direct reports shall be asked to initiate self-assessment and to rate his/her performance for the current year.
- 3.3.2.5. The dialogue takes place in January. The supervisor finds a quiet place and sits down with the employee to begin the appraisal session. He has to make sure that there is no interruption during the dialogue. The first step in the dialogue is where the employee is given the opportunity to discuss his performance results against agreed objectives. He will be asked to explain his self-assessment rating. Sufficient time should be given to the employee to share his observations. After listening to the employee's self-assessment the supervisor now shares his observation on the employee's performance. When necessary specific examples gathered from peers, customers and other managers may be discussed to support assessment. The assessment will be concluded with specific action plans that will help employees improve on his performance and achieve future career goals.

### 3.4. Merit Increase

3.4.1. Employees receive a merit increase based on their performance.

# 4. PROCEDURE

### 4.1. Regular Employees

- 4.1.1. Every November, HR shall release an announcement to all employees of the Annual Appraisal.
- 4.1.2. The immediate superior shall distribute the Performance Appraisal form to his/her direct reports for self-evaluation due within the same month or indicated in the HR announcement.
- 4.1.3. Upon completion of the self-evaluation, the employee shall submit the form back to his/her immediate superior.
- 4.1.4. The immediate superior shall then take into consideration the ratings and comments before entering his/her own rating.
- 4.1.5. The Immediate Superior's comments shall be considered the final rating of the employee.
- 4.1.6.HR shall consolidate all completed Performance Appraisal for management reporting.
- 4.1.7. Employees with the passing rating shall be qualified for merit increase on January the following year.

## 4.2. Probationary Employees

- 4.2.1.On the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> month of the new hire, HR shall remind the Managers/immediate superiors with new hires for their scheduled performance appraisal.
- 4.2.2. The immediate superior shall distribute the Performance Appraisal form to his/her direct reports for self-evaluation due within five (5) business days.
- 4.2.3. Upon completion of the self-evaluation, the employee shall submit the form back to his/her immediate superior.

Biosite MEDICAL INSTRUMENTS		POLICY AND PROCEDURE	DOC NO.	BMI-PP-HRD-006
		POLICY AND PROCEDURE	REV NO.	00
		TITLE	PAGE	3 of 4
		Performance Appraisal	EFFECTIVE DATE	June 5, 2024
Prepared by:	1	Reviewed & Approved by:	_	•
	ling	A	<u> </u>	
Maria	Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA		

- 4.2.4.The immediate superior shall then take into consideration the ratings and comments before entering his/her own rating.
- 4.2.5. The Immediate Superior's comments shall be considered the final rating of the employee.
- 4.2.6.HR shall review and calibrate the submitted Performance Evaluation.
- 4.2.7.For the 5<sup>th</sup> month performance evaluation or as needed, HR shall confirm the final rating with the immediate superior and in consultation with the Department Director for the final recommendation (Regularization, Extension, or Termination).
- 4.2.8.HR shall release the respective document for the change in employment status (Personnel Action Notice or Notice of Termination).

## 5. REFERENCE DOCUMENTS

5.1. BMI-PP-HRD-001 - Code of Conduct

## 6. FORMS

- 6.1. BMI-FORM-HRD-006 Performance Appraisal Form
- 6.2. BMI-FORM-HRD-015 Personnel Action Notice
- 6.3. BMI-FORM-HRD-016 Notice of Termination

### 7. AMENDMENT CLAUSE

7.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.