ANNUAL REVIEW METRICS - ENGINEERING

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

Last Updated: December 15, 2023

1. PURPOSE AND SCOPE

1. This document establishes the standardized performance evaluation framework and metrics for all engineering personnel at Summit Digital Solutions, Inc. (the "Company"), including software engineers, systems architects, DevOps engineers, and technical leads across all engineering functions.

2. These metrics shall be applied consistently during annual performance reviews and shall serve as the basis for compensation adjustments, promotion considerations, and professional development planning.

2. PERFORMANCE CATEGORIES AND WEIGHTINGS

1. Technical Excellence (40%)

-       Code quality and documentation (10%)

-       System architecture and design (10%)

-       Technical problem-solving capability (10%)

-       Innovation and technical leadership (10%)

2. Project Delivery (30%)

-       Sprint completion rate (10%)

-       On-time delivery performance (10%)

-       Quality assurance metrics (10%)

3. Professional Development (15%)

-       Skill advancement and certifications (7.5%)

-       Knowledge sharing and mentorship (7.5%)

4. Business Impact (15%)

- Client satisfaction scores (7.5%)

- Revenue contribution (7.5%)

3. EVALUATION CRITERIA

1. Technical Excellence Metrics

a) Code Quality

- Pull request acceptance rate (target: >90%)

- Code review participation rate

- Documentation completeness score

- Technical debt reduction contribution

b) Architecture & Design

- System scalability achievements

- Architecture review board participation

- Design pattern implementation

- Technical specification quality

2. Project Delivery Metrics

a) Sprint Performance

- Story point completion rate

- Sprint burndown efficiency

- Defect density per release

- Post-deployment incident rate

b) Quality Metrics

- Unit test coverage (minimum 85%)

- Integration test coverage

- Performance test results

- Security compliance score

4. RATING SCALE AND DEFINITIONS

1. Performance Ratings

- Exceptional (5): Consistently exceeds all expectations

- Exceeds Expectations (4): Surpasses most objectives

- Meets Expectations (3): Fulfills all core requirements

- Needs Improvement (2): Falls short of some expectations

- Unsatisfactory (1): Fails to meet basic requirements

2. Rating Calibration

The Engineering Leadership Team shall conduct calibration sessions to ensure consistent application of ratings across teams and departments.

5. REVIEW PROCESS AND TIMELINE

1. Annual Review Cycle

- Self-evaluation submission: November 1-15

- Peer feedback collection: November 15-30

- Manager evaluation: December 1-15

- Review meetings: December 15-31

- Performance documentation: January 1-15

2. Mid-Year Check-ins

Mandatory progress reviews shall be conducted in June to assess trajectory and provide guidance for improvement.

6. COMPENSATION AND ADVANCEMENT

1. Performance-Based Adjustments

- Exceptional: 15-20% increase consideration

- Exceeds Expectations: 10-15% increase consideration

- Meets Expectations: 5-10% increase consideration

- Below Expectations: 0-3% increase consideration

2. Promotion Eligibility

Minimum requirements for promotion consideration:

- Two consecutive review cycles at "Exceeds Expectations" or above

- Demonstrated leadership in at least two major initiatives

-       Technical expertise validation by Architecture Review Board

7. CONFIDENTIALITY AND USAGE

1. All performance evaluations and related documentation shall be treated as confidential personnel information and managed in accordance with the Company's data protection policies.

2. These metrics shall be reviewed and updated annually by the Engineering Leadership Team in consultation with Human Resources.

8. LEGAL DISCLAIMER

This document is proprietary to Summit Digital Solutions, Inc. and contains confidential information. It does not constitute an employment contract or modify the at-will employment relationship between the Company and its employees. The Company reserves the right to modify these metrics and procedures at any time, with or without notice.

APPROVAL AND EXECUTION

APPROVED AND ADOPTED by the undersigned authorized representatives of Summit Digital Solutions, Inc.

Date: December 15, 2023

Michael Chang

Chief Technology Officer

Sarah Blackwell

Chief Operating Officer

Director of Human Resources