



SUMMARY OF OUR PERFORMANCE REVIEW PROCESS FOR ALL OUR W-2 EMPLOYEES

Our company undertakes performance reviews of all employees at one year intervals. The purpose of the review process is to determine the employee's suitability for retention and promotion. Per our company policy, we do not release performance reviews to any 3rd parties as we feel this is personal information that we cannot share without the employees express consent.

Our review process consists of the following steps:

1. Our manager will solicit the opinion of the third party client to whom the employee has been assigned. The manager will seek to learn whether the employee:
 - a. Arrives at work timely each day
 - b. Is not absent from work excessively
 - c. Performs his or her work satisfactorily
 - d. Is technically competent
 - e. Works well with others
 - f. Understands and follows directions
 - g. Any other facts that show that the employee is performing at, above, or below expectations.
2. The manager will speak with the employee's supervisor and ask the same questions
3. The manager will review the weekly reports from the employee and the weekly reports from the supervisor, as well as any other written materials or notes concerning the employee within the immediate past twelve months.
4. The manager will speak directly with the employee and discuss the work the employee has done during the immediate past twelve months. If negative reports have been made by others concerning the employee, the employee will be given an opportunity to address them. If positive reports or comments have been made about the employee, the employee will be made aware of them.
5. The manager will then counsel the employee as to the progress the employee needs to make in order to be promoted to the next level. If an employee has not performed well, the employee will be counseled as to the improvements he or she must make in order to avoid termination.

Based upon these evaluations, our management will decide whether to retain, promote, or terminate the employee.

Regards

Name: Sri Nidiganti

Title : President