

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop	Document No.: EPPM\PERSONAL\NAVITAS		

Performance Reviews

Performance reviews are typically conducted on at least an annual basis for all regular Company Employees with the purposes of performance management, Employee development, and career planning. Performance reviews are also typically conducted for training & development, transfer or promotion and, when necessary, compensation. The frequency of such reviews may be increased in instances where performance is not satisfactory.

Record of Revisions

Revision #	Revision Date	Description