AL TANMIA CHEMICALS LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

Employee Evaluation Proceure

ROLE	NAME	SIGNATURE	DATE
PREPARED BY	MR. ADHMED AL RABAIAI		13/10/2025
APPROVED BY	MR. FAISAL AL HAJRI		13/10/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	06 Oct 2025	Original issue.	**MANAGING DIRECTOR**

AL TANMIA CHEMICALS LLC

EMPLOYEE PERFORMANCE EVALUATION PROCEDURE
Document No.: ATC-HR-P-001
Revision No.: 00

1. Purpose:
To establish a systematic method for evaluating employee performance, competency and effectiveness to ensure employees are capable of fulfilling their assigned responsibilities.

2. Scope:
This procedure applies to all employees of Al Tanmia Chemicals LLC, including management, sales, technical services, operations and administrative personnel.

3. Responsibility:
- Management: Review and approve employee evaluations.
- Department Managers / Supervisors: Conduct employee performance evaluations.
- Employees: Perform assigned duties and participate in evaluation and improvement activities**.**

4. Evaluation Frequency:
Employee performance shall be evaluated:
- Annually.
- Upon completion of the probationary period, where applicable.
- Whenever required due to changes in job responsibilities or performance concerns**.**

5. Evaluation Criteria:
Employees shall be evaluated based on:
- Job knowledge and competency.
- Quality and accuracy of work.
- Efficiency and productivity.
- Responsibility and commitment.
- Communication and teamwork.
- Compliance with company procedures and safety requirements.
- Customer service and job-specific performance.

6. Evaluation Procedure:

- The reporting manager shall complete the Employee Performance Evaluation Form.
- Performance shall be rated against the established evaluation criteria.
- Strengths and areas requiring improvement shall be identified.
- Training and competency development requirements shall be documented.
- The evaluation shall be discussed with the employee.
- Management shall review and approve the completed evaluation.
- Necessary improvement or training actions shall be implemented and monitored.
- Completed evaluation records shall be maintained in the employee's personnel file.

7. Records

The following records shall be maintained:

- Employee Performance Evaluation Forms.
- Training and competency records.
- Performance improvement records, where applicable.



AL TANMIA CHEMICALS LLC

EMPLOYEE PERFORMANCE EVALUATION FORM:

- **Employee Name:** _____
- **Designation:** _____
- **Department:** _____
- **Evaluation Period:** _____
- **Evaluator Name:** _____
- **Evaluation Date:** _____

1. **Performance Evaluation:**

Rating Scale: 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Fair | 1 – Needs Improvement

No.	Evaluation Criteria	Rating (1–5)
1	Job knowledge and competency	
2	Quality and accuracy of work	
3	Efficiency and productivity	
4	Responsibility and commitment	
5	Communication and teamwork	
6	Compliance with company procedures	
7	Overall job performance	

Total Score: _____ / 35

2. Evaluation Summary
Strengths:

Areas for Improvement:

Training Requirements:

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3. Overall Performance Rating

- Excellent (31–35)
- Very Good (25–30)
- Good / Satisfactory (19–24)
- Needs Improvement (Below 19)

4. Action Plan (If Required)

Required Action Responsible Person Target Date

5. Acknowledgement and Approval

Evaluator Name & Signature: _____

Employee Signature: _____

Management Approval: _____

Date: _____

