**2018 Performance Plan & Review**

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| --- | --- | --- | --- | --- | --- |
| Name |  | Current Position |  | Review Date |  |

**Delivering Worry Free Construction**

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| --- | --- | --- |
| **Values** | **2018 Objectives** | **2018 Results & Feedback** |
| **We are Safety focused** | -Be seen to be supporting this value-Provide 1 reportable incident or near miss / week that you witnessed-Address 1 subtrade safety issue / month |  |
| **We have Respect as our base** | -Be seen supporting this value-Handout 5 Stanley brochures to members of the community-Call 1 former customer and ask how they are doing. |  |
| **We are Customer centric** | -Be seen to be supporting this value-Do 3 things in 2018 that make the customer “worry free” |  |
| **We have a Team approach** | -Be seen to be supporting this value-Your score on the project evaluations is 95% or above. |  |
| **We have Efficient Processes** | -Be seen to be supporting this value -Each month, provide your Superintendent with 2 ideas to save time, money or effort.-5 of your ideas are implemented |  |

**Training & Development**

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| --- | --- | --- | --- |
| **Course/Program/Training** |  | **Expiry Date** | **2018 Requirement** |
| First Aid |  |  |  |
| Fall Arrest |  |  |  |
| Construction Safety Training – includes WHMIS |  |  |  |
| Apprenticeship Carpentry |  |  |  |

**Yearly Sign Off**

Please review and sign beside each item if you agree to the statements. **Some changes have occurred in the Employee Manual so please review**.

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| **#** | **Item** | **Where located** | **Your agreement (signature)** |
| 1 | I will actively follow and support the Stanley Vision, Mission and Values. | Feb.9, 2018 Employee Manual (p.5) |  |
| 2 | I understand and agree to the Stanley Work Logistics as outlined in the Employee Manual. I also specifically agree to the working hours: Monday to Friday 7:00am to 4:30pm (9 hours) and 7:00am to 3:30pm (8 hours) on Friday. | Feb.9, 2018 Employee Manual (p.9) |  |
| 3 | I understand, know where to find and have reviewed the Stanley Safety Manual. I understand my responsibilities in relation to all the policies and Standard Work Practices including the Modified Work Policy. | Located on job sites |  |
| 4 | I will actively follow and support the Stanley Code of Conduct. I have taken specific notice of the Workplace of respect, free from harassment and abuse. | Stanley Code of Conduct & Guidelines on Workplace Abuse and Harassment |  |
| 5 | I understand and agree to the Guideline on Profit Sharing | Guideline on Profit Sharing |  |
| 6 | I have reviewed the Work Equipment list that I am being paid a monthly amount to have. I will secure the appropriate items as required. In the event that I cannot demonstrate that I have the required tools, I understand that my tool allowance may be reduced and Stanley will purchase tools on my behalf.  | Work Equipment List |  |
| 7 | I understand that for expenses underlined on my offer letter (e.g. work equipment) that I am to retain a minimum of 2 years of receipts. I must produce receipts demonstrating the amount was used for the expenses noted. If I cannot produce these receipts, this will turn into a taxable benefit.  | Reference your offer letter |  |
| 8 | I will comply with and follow the Guideline on Alcohol & Drug Use | Guideline on Alcohol and Drug Use |  |
| 9 | I understand and agree that I am responsible to pay for the Benefits that are taxable in the amount of $33.44. This amount will be deducted every 2 weeks from my payroll.  | No additional materials |  |
| 10 | I have read and understood my performance and development plans for 2018. I understand that if I do not successfully provide evidence of completion of these items that I will not be eligible for any raise considerations in 2019.  | No additional materials |  |