

JSC 'Dehkanabad Potash Plant'

Regulation on the Employee Performance Appraisal System

1. General Provisions

This Regulation establishes the procedure for regular assessment of the performance of employees at JSC "Dehkanabad Potash Plant" (hereinafter referred to as "the Company").

The purpose of the performance appraisal system is to increase labor productivity, strengthen employee responsibility, improve motivation mechanisms, and form a talent pool.

Performance appraisals are conducted at least once a year; if necessary, they may be held on a quarterly or semi-annual basis.

2. Types of Appraisal

- Individual appraisal: based on each employee's personal performance, qualifications, discipline, and work quality.
- Team-based appraisal: based on production results, work discipline, productivity, and safety culture indicators within departments or teams.

3. Appraisal Criteria

Performance is assessed according to the following main criteria:

1. Work quality and efficiency (volume of production, quality indicators, and timely completion of tasks);
2. Responsibility and discipline (attendance, compliance with safety and labor regulations);
3. Initiative and innovation activity;
4. Teamwork culture and communication skills;
5. Commitment to company values and adherence to ethical norms.

4. Appraisal Process

Each department head evaluates employees based on a standard evaluation form.

The HR Department compiles all results and prepares an annual performance appraisal report for company management.

Performance results are classified as follows:

- A - Excellent employees (eligible for rewards or promotion);
- B - Satisfactory employees (recommended for further training or mentoring);
- C - Low-performing employees (subject to development planning or disciplinary review).

5. Incentives and Disciplinary Actions

High-performing employees are rewarded with bonuses, certificates of appreciation, or promotion opportunities.

Low-performing employees may receive warnings, additional training, or performance improvement plans.

6. Monitoring and Control

The HR Department prepares an annual analytical report based on appraisal results.

The effectiveness of the system is reviewed during management meetings, and improvement recommendations are developed as needed.

7. Final Provisions

This Regulation is approved by the General Director of JSC "Dehkanabad Potash Plant" and enters into force on January 1, 2025.

The provisions of this Regulation are mandatory for all company departments and employees.