

## ***Employee Probation Period***

### *1.0 Policy*

It is the policy of Ultra Technologies, Inc. to require all new employees to complete a 90-day probationary period. The probationary period is designed to aid managers and employees in the understanding both individual and Company goals and in developing a formal process through which goals can be accomplished.

### *2.0 Scope*

This policy applies to all newly hired employees. The probationary period commences on the employee's first day of employment.

### *3.0 Procedure*

Throughout the 90-day probationary period, managers will assess employee performance levels and provide continual feedback on ways to improve performance.

Upon completion of the 90-day probationary period, the immediate supervisor will complete a performance review describing the employee's performance during the 90-day period. After securing appropriate signatures, the performance review must be discussed with the employee and then forwarded to the Human Resources Department for placement in the employee's personnel file.

If performance is unsatisfactory, the new employee can be terminated any time during the 90-day probationary period. However, in all cases, documentation on the employee's non-performance must be submitted to the Human Resources Manager for review prior to any discussion of termination with the employee.