	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <p style="text-align: center;">Management Review</p>	EFFECTIVE DATE: 05/03/93 REVISION DATE: 10/1/2014
	POLICY NO. 121	Page 1 of 9
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I. PURPOSE


It is the objective of Perdue Farms Incorporated to provide fair, equitable, and timely resolution of work-related issues and concerns as the need may arise. However, the company recognizes that from time to time an associate may encounter a problem, question or complaint that, if left unresolved, could affect job satisfaction and work performance.

II. POLICY


- A. As always, associates are encouraged to speak up when they have a concern or complaint about how the application of a company policy has affected them. Perdue Farms Open Door policy provides access to any member of management with whom an associate wishes to express a concern. This can be a very effective way to solve problems.
- B. However, when an individual is faced with a situation that has not been satisfactorily resolved through the Open Door process, the Peer Review or Management Review procedures may be used. Both are a formal problem solving system designed to ensure that each associate's concerns are given careful consideration and conflicts are resolved fairly and in a timely manner.
- C. This process involves using Peer Review or Management Review procedure depending on the nature of the complaint.
 - 1. **PEER REVIEW** addresses complaints involving only disciplinary actions, terminations or the consistent application of company policies.
 - 2. **MANAGEMENT REVIEW** addresses all issues not eligible for Peer Review such as pay rates, benefits, work rules, staffing, promotions, transfers, performance appraisals, workplace violence, etc.

The remainder of this policy will be restricted to the Management Review.

III. PROCESS



Approved by:

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: Management Review	EFFECTIVE DATE: 05/03/93
		REVISION DATE: 10/1/2014
POLICY NO. 121	Page 2 of 9	
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

A. SCOPE OF AUTHORITY

1. The Executive Review Panel will review appeals involving issues such as pay rates, benefits, work rules, staffing, promotions, transfers, performance appraisals and all other issues not eligible for Peer Review (disciplinary actions, terminations or the consistent application of company policies)
2. The Executive Panel has the authority to make decisions and implement remedies consistent with company philosophy, policies and practices.
3. All decisions by the Executive Peer Panel shall be final and binding. **There shall be NO RETALIATION by any level of management or other associate against an associate who appeals an issue or participates in the Management Review process.**


B. ELIGIBILITY

1. This policy will be for all regular associates up to Vice President who have completed their sixty (60) day probationary period.
2. Any disciplinary actions involving the following issues will not be eligible for Peer Review; therefore, they are eligible for Management Review:
 - Gross negligence in the operation of a Company vehicle,
 - Sexual harassment
 - Drug and Alcohol Policy violations
 - Workplace Violence
 - Violation of State Nursing Practices Act
 - Lockout Tagout violations


C. PROCEDURES

1. MANAGEMENT REVIEW is a three-step process.

STEP 1



Approved by:

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: Management Review	EFFECTIVE DATE: 05/03/93
		REVISION DATE: 10/1/2014
POLICY NO. 121	Page 3 of 9	
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

The associates must notify the local Human Resources Manager within seven (7) calendar days of the grievance action and complete the Management Review Appeal Form (See Attachment A) beginning the process. The Human Resources Manager shall immediately notify the appropriate Facility Manager (Unit Leader, Distribution Center Manager, Live Production Manager, Feedmill Manager, etc.) who shall meet with the associate to discuss the complaint, conduct a thorough investigation and issue a written decision within seven (7) calendar days of notification.


STEP 2

If the associate disagrees with the decision at Step 1, they may appeal to Step 2 by notifying the local Human Resources Manager and completing the next portion of the Management Review Appeal Form within seven (7) calendar days of the decision at Step 1. The Human Resources Manager shall immediately notify the appropriate Senior Manager (i.e. Director of Operations, Director of functional area, etc.) who shall meet with the associate to discuss the complaint, conduct a thorough review of the complaint and issue a written decision within fourteen (14) calendar days of notification.


STEP 3

If the associate disagrees with the decision at Step 2, they may appeal to Step 3 by notifying the local Human Resources Manager and completing the next portion of the Management Review Appeal Form within seven (7) calendar days of the decision at Step 2. The local Human Resources Manager shall immediately notify the appropriate Human Resources Director of the appeal and forward them all pertinent documentation concerning the complaint and previous investigations and decisions. The management Review Panel shall meet within thirty (30) calendar days of notification of the appeal and review the documented evidence at hand. The Management Review Panel shall issue a written decision to the associate and appropriate managers as soon as practical. Such decisions shall be final and binding.

If an associate does not respond within the above designated times, the last decision will stand.



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	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <p style="text-align: center;">Management Review</p>	EFFECTIVE DATE: 05/03/93 REVISION DATE: 10/1/2014
	POLICY NO. 121	Page 4 of 9
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

D. TIME LIMITS


1. Managers and associates are encouraged to work together to resolve disputes as quickly as possible. All deadlines mentioned in this policy may be extended by mutual consent of the parties concerned, and notification to the appropriate Human Resources Manager.
2. If, at any step in the procedure, the associate does not receive an answer to their issue within the time limits set out above, the associate may initiate the next step in the procedure.

E. EXECUTIVE REVIEW PANEL


1. The Executive Review Panel shall consist of three (3) members.
 - a. Business Unit President (or their designee)
 - b. Senior Vice President of Human Resources (or their designee)
 - c. The appropriate functional area Vice President (or their designee)
2. Where the normal Panel Member is unable to participate, they may designate another member of senior management as their substitute.

E. OTHER RELEVANT INFORMATION

1. The appropriate Human Resources Manager or Human Resources Director shall serve as the facilitator in Management Review issues
2. All participants in this process are obligated to maintain **complete confidentiality** at all time.
3. Management, at each step, has the authority to grant, deny or modify an associate's request. **In no case can a decision to modify be made more severe than the original management decision.** The Panel decision is final and binding and cannot be overruled.



Approved by:

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <p style="text-align: center;">Management Review</p>	EFFECTIVE DATE: 05/03/93 REVISION DATE: 10/1/2014
	POLICY NO. 121	Page 5 of 9
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

F. COMPLAINT QUALIFICATION


1. A complaint submitted for Management Review must have directly and personally impacted the associate submitting the complaint.
2. This means that an associate may not submit a complaint on the basis that they “disagree” with a policy, procedure or practice covered in Management Review. Nor, may any associate submit a complaint on behalf of other associates as an advocate or representative spokesperson.

G. EXECUTIVE REVIEW PANEL PROCEDURES


1. The panel investigates the complaint thoroughly before arriving at a final decision. The panel may question the associate, call witnesses, examine past practices to determine precedent and examine all documents relative to the complaint.
2. After examining the facts, the Panel Members reach a final decision to grant, deny or modify the appeal request. A majority opinion (2 out of 3) is sufficient to make the decision binding.
3. A written response will be developed and the Management Review Panel Facilitator will notify the associate of the Panel’s decision.
4. All appeal record files are confidential, and will be maintained separately from associate personnel files. This file will be managed by the appropriate Human Resources Manager / Director and will be accessed only on a “need-to-know” basis.
5. **The Panel’s decision in all details pertaining to Panel business will be kept strictly confidential including testimony, records, votes, etc.**

H. RESPONSIBILITIES

1. **Human Resources Manager/Director/Vice President/Senior Vice President** – is responsible for the administration of this policy/process. This includes: logging and file maintenance; counseling and assisting members regarding issues; policies and



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	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <p style="text-align: center;">Management Review</p>	EFFECTIVE DATE: 05/03/93 REVISION DATE: 10/1/2014
	POLICY NO. 121	Page 6 of 9
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

practices; procedures and possible resolution; keeping all records in a confidential manner; scheduling/coordinating any meeting/hearings; handling all required logistics, generating Panel records; and assuring this policy is followed.


2. **Managers/Directors** are responsible for resolving all complaints at the lowest possible level and doing so in a timely manner.
3. **Associates** requesting appeals are responsible for following established procedures, respecting the rights and obligations of all involved in the process and seeking a fair resolution to their complaint.
4. **Panelists** are responsible for insuring a thorough and impartial investigation of a complaint and making factually based judgments and decisions.

I. MANAGEMENT REVIEW PROCESS PROCEDURES

1. The local Human Resources Manager will be responsible for administrating the process from the initial appeal request through Step 2 of the procedure.
2. When an appeal reaches the Step 3 level, the local Human Resources Manager shall notify the appropriate Human Resources Director immediately to inform them of the appeal, the issue in question and the decisions given at Step 1 and/or Step 2. The Human Resource Manager will immediately forward all pertinent case documentation and information including written decisions to the appropriate Human Resources Director. This process will be similar to the procedures used to present written briefs to a court judge. A summary position statement shall be attached.
3. The Human Resources Director shall coordinate the issue being put on the Management Review Panel agenda through the secretary to the Senior Vice President of Human Resources. The appropriate Human Resources Director shall provide to the Panel all documentation as well as a statement of the policy in question, when necessary. The Human Resources Director shall also make available to the Panel any additional relevant information that should be considered.



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	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <p style="text-align: center;">Management Review</p>	EFFECTIVE DATE: 05/03/93 REVISION DATE: 10/1/2014
	POLICY NO. 121	Page 7 of 9
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

4. The Management Review Panel shall meet periodically, as needed and review any cases prepared for the meeting. Any cases not prepared due to time constraints per the Human Resources Director, shall be presented at the next scheduled Panel meeting. The associate submitting the complaint must be notified through the local Human Resources Manager of any delay.
5. The Management Review Panel shall consider the documented evidence at hand and shall make a final and binding decision by vote as described in this policy. A written decision will be issued and forwarded to the appealing associate, the local Human Resources Manager and the appropriate Human Resources Director.
6. The local Human Resources Manager shall record decisions through the Management Review Process as to the final decision (grant, deny, modify) and the step at which the complaint was resolved (1, 2, or 3) in the Human Resource Data Base System.
7. Any questions regarding an issue or case are to be made to the Human Resources Manager or the appropriate Human Resources Director only.


J. * RESPONSIBILITY

The Senior Vice President of Human Resources retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the appropriate Director of Human Resources. Any circumstances that require a waiver from the Policy must be coordinated through the Vice President or appropriate Director of Human Resources.

K. ATTACHMENTS

The following attachments are provided to support this policy and procedures.

- | | |
|--------------|-------------------------------|
| Attachment A | Management Review Appeal Form |
| Attachment B | Management Review Procedures |



Approved by:

MANAGEMENT REVIEW APPEAL FORM

NAME: _____ Associate ID Number: _____

Location: _____ Department: _____

Position Title: _____ Management Review File #: _____

My complaint is: _____

I am requesting that: _____

I hereby authorize the indicated managers below and the Executive Review Panel access to those portions of my personnel file and/or medical files which are relevant to proper investigation of my appeal. I agree that the decision at Step 3 is final and binding as will be my acceptance of a decision at Step 1 or 2.

Associate's Signature: _____ Date: _____

STEP 1 Appeal forwarded to: _____ Date: _____

A meeting was held to discuss the complaint on _____ (date).

I accept this decision. My acceptance of this decision concludes the Management Review Process _____ (initials).

I do not accept this decision _____ (initials). (GO TO STEP 2)

Associate's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

STEP 2 Appeal forwarded to: _____ Date: _____

I am not satisfied with the decision at Step 1 and desire to seek further review of my complaint.

A meeting was held to discuss the complaint on _____ (date).

I accept this decision. My acceptance of this decision concludes the Management Review Process _____ (initials).

I do not accept this decision _____ (initials). (GO TO STEP 3)

Associate's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

STEP 3 Appeal forwarded to the Executive Review Panel on _____ (date).

MEMBERS: 1. _____ (Name) _____ (Title)

2. _____ (Name) _____ (Title)

3. _____ (Name) _____ (Title)

MANAGEMENT REVIEW PROCEDURES

<p>STEP 1 (Within 7 Calendar Days)</p>	<ul style="list-style-type: none"> ✓ Contact Human Resources ✓ Complete Management Review Form ✓ Verbal discussion of complaint with Manager ✓ Written response within 7 working days ✓ If not satisfied, go to STEP 2
<p>STEP 2 (Within 7 Calendar Days)</p>	<ul style="list-style-type: none"> ✓ Contact Human Resources Manager (Facilitator) ✓ Complete appropriate section on Management Review Form ✓ Distribute to appropriate Manager ✓ Written response within 14 calendar days ✓ If not satisfied, go to STEP 3
<p>STEP 3</p>	<ul style="list-style-type: none"> ✓ Contact Facilitator ✓ Complete appropriate section on Management Review Form ✓ Distribute to the appropriate Human Resources Director ✓ Written response