



Annual Bonus

Intent

This policy outlines the conditions under which an Annual Bonus may be awarded to eligible employees. The bonus is discretionary (it is not a contractual right) and depends on the company's financial performance. The CEO/General Director will decide if the bonus will be paid

Description

Bonus Payment

- **Payment Decision:** The CEO/General Director will determine if an Annual Bonus will be awarded based on the company's performance.
- **Bonus Amount:** The bonus is typically equivalent to one month's gross base salary, prorated based on the length of time the employee has worked during the year. The amount may vary depending on company performance.
- **Payment Timing:** Bonuses are typically included in the December payroll; however, the exact timing will be determined by the CEO/General Director.

Eligibility Criteria

- **Eligible Employees:** Only permanent, full-time employees who are actively employed with the company at the time the bonus is paid are eligible for the bonus. This includes:
 - o Employees on maternity leave (ML) who have not resigned and are still considered employees during their leave. They will receive a prorated bonus based on their active working months.
- **Ineligible Employees:** The following employees are not eligible for the bonus:
 - o Interns
 - o Employees on probation
 - o Employees who have resigned or been terminated (whether voluntarily or involuntarily) before the bonus is paid
 - o Employees under a notice of resignation or termination at the time the bonus is paid
 - o Employees on unpaid leave, including sabbaticals at the time the bonus is paid



- o Contract staff, temporary staff, part-time staff, and contractors
- o Employees on maternity leave who have resigned or are not considered employees during their leave
- o Other employees who do not fall into the specific categories above.

· **Employees on Leave**

- o Sick Leave: Employees on sick leave are eligible for the bonus as long as they are actively employed with TRG when the bonus is paid. The bonus amount may be prorated based on the time the employee has worked during the year.

The company reserves the right to amend or modify this policy at its discretion

Applicability

TRV, TRGIPL

Approval

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