

Quarterly Incentive Policy

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Process Owner's Name	Ferdinand C. Hizon
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	Document Code:	EHI-HRD-TRWD-2024-001	Document Owner:	Human Resources Dept.
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Table of Contents

1	Approval.....	3
2	Amendment Record.....	3
3	Document Control	3
4	Introduction.....	4
4.1	Objective	4
4.2	Scope.....	4
4.3	Effectivity.....	4
4.4	Terms and Definition.....	4
5	Statement of the Policies.....	4
6	Guidelines	5
6.1	Eligibility	5
6.2	Parameter.....	5
7	Responsibility and Authority	6
8	Approval Matrix.....	6
9	Time Element (TAT/Cut-off/Deadlines)	7
10	Annex.....	7
10.1	List of related policies/processes/guidelines – n/a.....	7
10.2	Other related/supporting document	7
10.2.1	Interoffice memorandum Elev8 Quarterly Performance – Based Incentive.....	7
	(EHI-HRD-0043-2023)	7
10.3	Other records	7
10.3.1	BSC Result.....	7
10.4	Forms Used.....	7
10.4.1	Performance Evaluation Form.....	7
10.4.2	Accomplishment Report Form	7

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	Issued Date:	Test implementation starting June 01, 2024	Page/s:	Page 3 of 7

1 Approval

The signatures below certify that this document has been reviewed and accepted and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Signature	Date
Formulated by:	Maria Teresa Vibar	TR Officer		
1 st Reviewer	Ferdinand Hizon	Jr. HR Manager		
2 nd Reviewer	Mona Eliza C. Simangan	Corp. Gov. & QMS Manager		
1 st Approver	Ma. Leonisa Gabrieles	VP for HR		
Final Approver	JMH	CEO		

2 Amendment Record

This management system manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
	New policy	00	

3 Document Control

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document number in the field below:

Document No	EHI-HR-TRWD-2024-001		Rev	00
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>	Date

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4 Introduction

4.1 Objective

The objective of this policy is to motivate employees to perform at their best and serve as compelling reasons for employees to choose and stay with the Organization, reducing turnover rates and the associated costs of recruiting and training new employees.

4.2 Scope

This policy covers the quarterly performance-based incentives and bonus of an eligible employee.

4.3 Effectivity

This policy supersedes all current documents pertaining to Quarterly Incentive and is in effect as of the Effective Date shown above.

The law or the business may change from time to time, among other things, thus this policy may occasionally be modified as well. Any changes to this policy will be communicated to the employees.

4.4 Terms and Definition

BSC - Balance Scorecard that are going to be used for the gradings.

Eligible employee - regular employee of Elev8 Group of companies.

Incentive - is a reward provided to encourage specific behaviors, performance, or actions. In a workplace context, incentives are rewards to those who achieve higher levels of productivity, with significant improvements on their performance.

Organization - means Elev8 Group of Companies.

PEF - Performance Evaluation Form

5 Statement of the Policies

- The Quarterly Incentive Policy shall only allow rewards to be qualified Elev8 Group employees.
- For employees to be eligible for the Q2 2024 incentive, they must be in a regularized status.
- Probationary and Project-based employees are not eligible.
- To be eligible, employees must get a rating of 75.00% or higher on their quarterly performance appraisal or balance scorecard.
- Those getting 74.99% or below shall not be included in the incentive.
- Upholding company values and adhering to company policies and procedures. Employee should have no written warning or memo for the Quarter and the year.



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Issued Date:	Test implementation starting June 01, 2024	Page/s:	Page 5 of 7

6 **Guidelines**

6.1 **Eligibility**

1. Employees must be of regularized status to be included in the Probationary and project-based employee are not legible.
2. Employees who are no longer actively employed or separated from Elev8 Group is no longer eligible for payout of the incentive for that quarter. Employees who submitted their resignation letter within the quarter is also not eligible for the incentive.
3. Each Immediate Head must complete the Performance Evaluations of their team members for each Quarter period based on BSC for the individual aligned with the department BSC deliverables to show objectivity of the rating given for the period.
4. It is the responsibility of the Immediate Head to submit the BSC rating to HR Department for eligibility check and accuracy of the ratings. Any employee without a BSC rating will not be eligible for the incentive for the specific quarter, and the immediate head who missed submitting the grade will be issued an NTE for admin hearing and COC penalty. Late submission of BSC ratings will disqualify the employee and the manager from the incentive.

6.2 **Parameter**

This standard grading computation shall be used in the incentive percentages for all employees:

PEF Rating	Equivalent Percentage
74.00 below	0%
75.00 to 82.99	15%
83.00 to 91.99	20%
92.00 to 100	25%

Each quarter coverage follows:

Quarter	Coverage Period	Recognition Scheme
Q1	January 01 - March 30	Quarterly Performance Incentive
Q2	April 01 - June 30	
Q3	July 01 - September 30	
Q4	October 01 - December 31	Annual Performance Bonus

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The basis of computation of incentive payout will follow these considerations:

% of Employees Salary	Corporate Goal Achievement Percentage
100% of Basic Salary	Stretch 2
85% of Basic Salary	Stretch 1
70% of Basic Salary	Target
0%	Below Target

Example Computation:

Basic Salary	Corporate Goal Achievement - Target	Basis for Salary computation	Performance Rating	Incentive Payout
30,000.00	70%	21,000.00	83% = 20%	4,200.00

7 Responsibility and Authority

POSITION	RESPONSIBILITY	R	A	C	I
Immediate Head	Create PEFs for their subordinates		X		
HRM / OD	Collect and validate all PEFs, and 201 Filing	X			
HRM / VP for HR	Review the list of qualified employees	X			
Total Rewards	Submit the list of qualified employees for incentives to HR Heads, BU Heads for review. Submit the computation to Tax Manager for checking. Then submit final computation to CEO	X			
BU Heads	Review and approve submitted list for incentives	X			
CEO	Final Approver of quarterly incentives	X			
Accounting	Crediting of Incentives to Payroll	X			

8 Approval Matrix

Activity	Details	1 st Approver	2 nd Approver	3 rd Approver	4 th Approver
Approval of PEF	Submitted PEFs must be signed by subordinates	Immediate Supervisor	BU / Dept Head	HR Manager	
Review list of qualified Employees for incentives	Total rewards team to review the incentive computation and secure needed approval prior submitting to the payroll team	HRM	VP for HR	BU Head	CEO

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9 Time Element (TAT/Cut-off/Deadlines)

Description	Turn-Around-Time (TAT)
Submission of PEF	Every 15th day of the month after every quarter
Release of quarterly incentives	The payout for the quarterly incentive may take up to 60 days from the end of each quarter coverage period as it will require BSC ratings of all employees, FP&A and Accounting validations, checking of Corporate Target Achievement and EXECOM approvals.

10 Annex

- 10.1 List of related policies/processes/guidelines – n/a
- 10.2 Other related/supporting document
 - 10.2.1 Interoffice memorandum Elev8 Quarterly Performance – Based Incentive (EHI-HRD-0043-2023)
- 10.3 Other records
 - 10.3.1 BSC Result
- 10.4 **Forms Used**
 - 10.4.1 Performance Evaluation Form
 - 10.4.2 Accomplishment Report Form