



Performance Bonus Policy

Company Policy No: 19SA
Company: Greencastle Solutions Ltd
Issue No: 2
Revision Date: April 2026
Review Date: April 2027

Performance Policy

1 Purpose

- 1.1 The purpose of this policy is to clearly stipulate the application and the calculation of Performance Bonuses within the Company.

2 Application

- 2.1 Performance bonuses will be payable to employees who are employed by the company at the time of the payment of the said bonuses, and no bonuses whatsoever shall be payable to employees not in the employment of the company at such time.

3 General Principles

- 3.1 Employees will only become eligible for a discretionary performance bonus after 6 months of employment. During the first year of employment, any potential discretionary performance bonus will be calculated pro rata based on your length of employment towards the end of the financial year (end of September).
- 3.2 Performance Bonuses shall be payable at the end of December with an employee's salary and shall also be subject to statutory deductions.
- 3.3 The Performance Bonus based of the performance of the employee and their ability to reach their KPI's.

It is the employee's responsibility to contact management should he / she have any queries.

I, _____, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.

Employee signature as receipt hereof	
Date	