

## **SIGN-ON BONUS POLICY**

### **Policy:**

The purpose of the sign-on bonus policy is to outline the requirements, the timing of payments, and the implementation of the sign-on bonus. The sign-on bonus is a non-recurring and non-accumulating sum of money that is paid to an employee as gratitude for joining the Company. The sign-on bonus is subject to taxes.

### **Eligibility for Sign-On Bonus:**

To be eligible for a sign-on bonus the employee must meet the following criteria:

- A regular employee
- No resignation submitted before the releasing date of the sign-on bonus
- Must not be on Floating, AWOL, Terminated and EOC status or other forms of separation
- Must be an active employee on the release date of the sign-on bonus.

### **Releasing of Sign-On Bonus:**

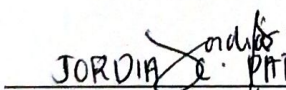
- The first release (50%) of the sign-on bonus will be on the 15<sup>th</sup> day of the succeeding month of the first anniversary date of the employee.
- The second release (50%) of the sign-on bonus will be on the 15<sup>th</sup> day of the succeeding month of the second anniversary date of the employee.

**Note: Any reschedule after September 19, 2022 will forfeit the 50k sign-on bonus but will continue to enjoy the 25k sign-on bonus.**

The company reserves the right to change these terms and conditions at any time without prior notice. If any changes are made, you will be notified immediately.

### **Acknowledgment**

I hereby acknowledge that I have read, understand, and agree to the terms and conditions of the (50K) sign-on bonus policy.

  
JORDINA P. PATINDOL 09-19-22  
Signature Over Printed Name/Date