

## **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 any form of floating status


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

- The release of the sign-on bonus will be on the 15<sup>th</sup> day of the succeeding month of the anniversary date of the employee.

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 (25K) sign-on bonus policy.

  
BARBARA QUINDAO 11/30/21  
Signature Over Printed Name/Date