

## **Investors' Forum Remuneration and Bonus Policy:**

Investors' Forum (IF) employee bonus policy explains how IF distributes bonuses to employees. We want to reward employees whenever possible, since we all contribute to IF success with our hard work. This policy clarifies how we choose which employees to reward and how we estimate bonus amounts.

### **Scope:**

This policy applies to all regular full-time and part-time employees and employees with contracts of not less than one year.

This policy and our bonus plans are subject to IF Board approval.

### **Bonuses:**

IF award bonuses in **2 forms**: (a) One-time bonus payments or (and) Year-end bonus.

#### **One-time bonus payments**

IF may award lump-sum bonuses (one-time bonus payments) to employees who show exemplary performance. We define "exemplary performance" as:

1. Exceeding goals, either financial or nonfinancial.
2. Performing additional duties from what is expected.
3. Serving as a good example of professional behaviour to other employees (e.g. teamwork, ethics, leadership.)

#### **Year-end bonus**

IF's policy gives the Executive Director the ability to decide on year-end bonuses for all employees. There is one conditions for this bonus: Executive Director should be entitled to year-end bonus (The Board must approve the bonuses for Executive Director - procedures below).

If this condition is satisfied, then IF will give bonuses to employees who:

1. Are employed by IF on the day when the bonus must be paid not less than one year.
2. Have not announced they intend to resign either verbally or in writing.
3. Have been acting at least within the expectations.

We will pay out bonuses according to this **system**:

- a. Chairman of the Board after annual talk with the Executive Director presenting to the Board Members annual evaluation of Executive Directors' performance and determines proposed annual bonus amount of the Investors' Forum Executive Director and the bonus budget amount for the rest of employees:

The following amounts of bonus shall be paid:

- a. In case if the Investors' Forum Executive Director has acted within the expectations – 100 percent of monthly salary;
- b. In case he or she has exceeded the expectations – 150 per cent of monthly salary;

- c. In case he or she performed outstandingly – 200 per cent of monthly salary.
- b. Bonus amount for the Executive Director and bonus budget for other employees will be approved by the Board of the Investors' Forum;
- c. After Executive Director is entitled to bonus, Executive Director will evaluate performance of each employee of the Investors' Forum, based on personal achievements and will determine bonus amount for each employee (specific for the position personal achievement performance indicators [at least 2] are settled for each employee at the end of the current year during the annual talks).

**Bonus amounts** will be paid out:

**One-time bonus payments** – by any time of the year Board shall decide;  
**Year-end bonus** - by the end of the February.

Approved by the Board of Investors' Forum on.....