

# **BANCO BV BONUS & BENEFITS POLICY**

(The item marked in red has changed.)

## **1. INTRODUCTION**

1. Purpose
2. Scope
3. Changes, Amendments & Updates

## **2. COMMENCING EMPLOYMENT**

1. Employment Agreement
2. Documents to be submitted
3. Changes of personal information
4. Termination by Employer
5. Termination by Employee

## **3. OFFICE ORGANIZATION PROCEDURES**

1. Office Hours
2. Lateness & Absenteeism
3. Early Departure
4. Remote Working
5. Security
6. Dress Code
7. Right to use company photos
8. Smoking Policy
9. Typhoon & Rainstorm Policy

## **4. BONUS, PAY & BENEFITS**

1. Base Compensation
2. Commission
3. Annual Bonus Structure
4. Incentive Programs
5. Company Medical Scheme
6. Global Retirement Payments
7. Expenses & Claims

## **5. LEAVE**

1. Annual Leave
2. Sick Leave
3. Maternity Leave
4. Paternity Leave
5. Birthday Leave
6. International REXI Day Off
7. Special Leave
8. No Pay Leave

## 6. GENERAL RULES

1. Confidentiality
2. Intellectual Property
3. Computer Network & Usage
4. Equal Opportunity
5. Sexual Harassment
6. Disciplinary Action

## 7. EMPLOYEE ACKNOWLEDGEMENT

**Access Your Updated Bonus &  
Benefits Info**





**To view the full details:**

Open your phone's camera and point it at the QR code above.  
A link will pop up—tap to access your personalized BANCO  
BV bonus and benefits guide instantly.

Thank you for your continued dedication. We're proud to  
reward your contributions through these enhanced benefits.

**Date/Time:** January 7, 2026 10:45:18 AM

**Recipient:** abrahamlj@bv.com

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