

年度绩效奖金政策

Annual Performance Bonus Policy

RCCAC-HRS-POL-004

REV: 1.0

审签页 Signature Page

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修订历史 Revision History

[illegible]

1. 目的 Purpose

基于公司和个人业绩激励员工。

It aims to encourage employees to improve individual and company performance effectively.

2. 范围 Scope

适用于中电科柯林斯航空电子有限公司直接雇佣的全体员工。

It is applied to all the employees directly hired by Rockwell Collins CETC Avionics Co., Ltd.

3. 奖金发放 Payment of Bonus

3.1 公司每年将根据董事会对公司运营业绩的考评及员工的个人绩效表现而确定是否发放当年的年度绩效奖金。

The Company determines whether to pay annual performance bonus or not according to the Board of Directors (BoD)' evaluation on business performance of the Company and employee's individual performance every year.

3.2 年度绩效奖金通常与次年 2 月工资一起发放，实际发放时间可能根据当年董事会时间安排前后调整。

Annual performance bonus is normally paid with next February monthly salary, however the actual payment time might be brought forward or postponed according to the scheduled of BoD meeting.

4. 计算公式 Calculation Formula

4.1 上一年度 12 个月实际税前基本工资 × 目标绩效奖金比例% × (公司业绩系数×50% + 个人绩效系数×50%)

Actual entitled gross base salary of last year (12 months) * target annual performance bonus% * (Company performance factor* 50% + individual performance factor*50%)

4.2 上一年度 12 个月实际税前基本工资 ,不包括加班费、各类津贴补贴、医疗期工资扣减、各类临时性奖励及年终绩效奖金等其他现金收入。

Actual entitled gross base salary of last year (12 months), not including OT payment, various allowances, deducted sick leave pay, various temporary awards, annual performance bonus and other cash income.

5. 公司系数 Company Factor

5.1 公司业绩矩阵：每年根据公司的实际运营要求提出。

Company performance matrix: it is proposed in accordance with the actual operation requirements in each year.

5.2 批准流程 Approval process

* 总经理于每年年末提出下一年度公司业绩评估方案。

General Manager shall propose the Company's annual performance evaluation proposal for next year by the end of the year.

* 经公司董事会批准后生效。

It shall take effect by getting BOD's approval.

6. 个人系数 Individual Factor

6.1 个人业绩等级分为五个等级，详细评定方法请参见《绩效管理流程》。

Individual performance grade is divided into five grades, detailed refers to Performance Management Procedure.

6.2 等级被评估为“表现欠佳”者，不享有当年度的年终绩效奖金。

The employee whose performance grade is ranking as “unsatisfactory contributor” is not eligible for annual performance bonus.

6.3 五个等级的定义为 Definition of the five grades list as follows:

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等级 Overall Performance Ratings	标准描述 Standard Description
表现欠佳 Unsatisfactory Contributor	<p>员工的表现基本达到岗位要求(即不胜任工作)，必须通过培训立即改或调整工作岗位（由公司根据实际情况自行决定）。</p> <p>The employee does not meet the performance expectations (i.e. incompetence) and immediate training or performance improvement is essential, which is decided at the Company's sole discretion depending on the actual situation.</p>
基本达标 Basic Contributor	<p>员工的表现基本达到绩效要求，然而仍然需要进一步地提高绩效。</p> <p>The employee generally meets the performance expectations. However, improvement in performance is desired.</p>
表现良好 Successful Contributor	<p>员工的表现始终达到岗位要求，有时超越期望。</p> <p>The employee consistently meets performance expectations and at times exceeds expectations.</p>
表现优秀 High Contributor	<p>员工的表现时常超出岗位要求。在多个职能领域展现优秀表现。</p> <p>The employee often surpasses performance expectations. Demonstrates high level performance in multiple areas of responsibility.</p>
表现卓越 Exceptional Contributor	<p>员工的表现经常超出岗位要求。无论下属、同事、经理还是客户都了解他/她具有卓越的业绩和能力。</p> <p>The employee regularly surpasses performance expectations. Achievement and abilities are obvious to subordinates, peers, managers and/or customers.</p>

7. 细则 Detailed Rules

7.1 当年度 10 月 1 日（含本日）之后加入公司的员工不适用当年度的年终绩效奖金计划。

The employee who joins the Company after every October 1st (October 1st

is included) is not eligible for current year's annual performance bonus.

7.2 在奖金实际发放日期之前已离开公司（包括个人和公司原因导致的离职）的员工，不适用上一年度及当年度的年终绩效奖金计划。

The employee who leaves the Company before actual payment date(including any demission due to individual or company causes) is not eligible for last year's and current year's annual performance bonus.

7.3 因年终绩效奖金而产生社保、公积金的个人部分及个人所得税等由员工承担，公司根据国家相关法律予以代扣代缴。

The employee shall undertake any individually-paid individual income tax, social insurance, housing fund and so on, which are incurred by this bonus plan, all of which are withheld and remitted by the Company.

8. 本规定自 2015 年 12 月 21 日起生效，由人事行政部负责解释。公司有权在认为适当时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致，以中文为准。

This regulation shall take effect from Dec. 21st, 2015 and be explained by HRA department. The Company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.