

即时奖金流程

Instant Compensation Awards Procedure

RCCAC-HRS-P-006

REV: -1.0

审签页 Signature Page

	姓名/职务 Print Name / Role	签字 Signature	日期 Date
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修订历史 Revision History

版本号 Revision Letter	起草人 Originator	日期 Date	更改描述 Change Description
V1.0	Karen Wei	2015.11.23	New Release 新文件发布

1. 奖励标准 Award Criteria

即时奖金应奖励实际的成就，而不是努力。在给予奖励时，应采用下列一个或多个原则：

An Instant Compensation Award is applicable for actual achievements but not for efforts. When an award is offered, one or more of the following principles shall be adopted:

- * 为公司的成本节省或盈利做出实质性贡献；

Having made material contributions to the company in saving costs or making benefits;

- * 为公司带来显著回报的重大技术革新；

Having made significant technological reforms which bring obvious returns to the company;

- * 给公司带来显著回报的营运突破，或带来新的技术或管理上的进步；

Having brought operation breakthroughs with obvious returns or having gotten progresses of new technologies or managements;

- * 超出一般预期的业务和职责上的出色表现，并给公司带来显著的利益回报；

Exceeding generally-predicted businesses or excellent responsibility representations and bringing significant benefits to the company;

- * 不寻常的创造性出版物，并给公司带来显著的利益；

Having unusually creative publications which bring significant benefits to the company;

- * 使用精益管理原则，通过工艺的改进以取得重大突破。

Using exquisite management principles to drive significant breakthroughs through improvement of techniques

2. 申请资格 Application Qualification

可以奖励给个人或团队。

This award can be eligible for individuals or teams.

适用于中电科柯林斯航空电子全体员工。

It is applied to all the employees of Rockwell Collins CETC Avionics Co., Ltd.

3. 奖励选项 Award options

下表提供建议的奖励类别。

The following table provides recommended award categories.

请使用这些原则确认员工所取得的成就。

Please use these principles to confirm your employees' achievements.

金额（人民币） Amount (RMB)	所取得的成果 Achievement
800 ~ 1,000	行动或努力取得了预期的成果。仍需要付出更突出的努力来达到超越预期的结果。 Anticipated achievements have been got through actions or efforts. And prominent efforts are still required to reach the results exceeding those anticipated.
1,001 ~ 2,500	行动或努力取得了计划和预期的成果。然而，需要付出更多努力来克服计划外的障碍，以达到预期的结果，以及需要付出更多努力来达到超越预期结果。 Actions or efforts have incurred scheduled and anticipated achievements. However, more efforts are still required to overcome the obstacles beyond schedule, so as to reach the anticipated results; meanwhile, more efforts are desired to exceed the anticipated results.

2,501 ~ 5,000	<p>行动或努力取得了超出所有预期的成果。并且要求个人或团队付出特别的努力。新的/改进的产品/服务能提高客户满意率。</p> <p>Actions or efforts have brought achievements beyond the anticipation. Individuals or teams are required to make more efforts and new / improved products /services can increase the sales volume or raise the satisfaction of customers.</p>
5,001 ~ 7,500	<p>行动或努力给企业层面带来了显著新的或计划外的商业机会。客户和/或行业贸易协会确认的行业领先成果。专利或国内/国际声誉所证明的具有竞争优势的产品/服务。</p> <p>Actions or efforts have brought new and obvious or unscheduled commercial opportunities; industrial leading achievements confirmed by customers and /or industrial trade associations; products /services with competitive advantages proved by patent/ or domestic prestige.</p>

4. 批准流程 Approval Process

4.1 2,000 元以下奖金 Reward of below 2,000RMB:

部门经理提名，填写申请表格—人事行政部审核—副总经理批准—总经理批准；

Nominated by department manager, and filled in the Application Form—
Checked by HRA department—Approved by Deputy General Manager — Approved
by General Manager;

4.2 2,000 元及以上奖金 Reward of 2,000RMB and above:

部门经理提名，填写申请表格—人事行政部审核—成本控制委员会（财务总监、副总经理、
总经理）批准。

Nominated by department manager, and filled in the Application Form —
Checked by HRA department — Approved by Cost Control Committee (CFO, DGM,
GM).

5. 其它 Others

5.1 1,000 元及以下奖金，员工可选择提供相应发票按公司报销流程处理或发放在月度工资中（员工需承担由此产生的社保、个税，并由公司代扣代缴）。

Bonus of 1,000 yuan or below: any employee can choose corresponding invoices for treatment according to reimbursement process or the bonus is paid in monthly salary (and the employee shall bear the social insurance and individual income tax etc., which shall be deducted and paid by the company withholding).

5.2 1,000 元以上的奖金发放在月度工资中，员工需承担由此产生的社保、个税等，并由公司代扣代缴。

Bonus of over 1000 yuan: shall be paid with monthly salary, and the employee shall bear the social insurance and individual income tax etc., which shall be deducted and paid by the company withholding.

6. 本规定自 2015 年 11 月 23 日起生效，由人事行政部负责解释。公司有权在认为适当时不时修改、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 Nov 23rd, 2015 and be explained by HRA department. 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.

7. 附件 Annex

A. 即时奖金申请表 Instant Compensation Awards Application Form