

Recognize Performance Conditions

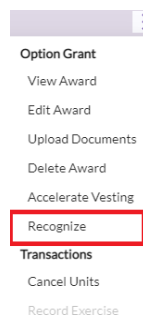
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When an employee is awarded performance-based vesting rights, the vesting schedule for that employee is manually updated to reflect this change. As a next step, the company has to recognize or approve the performance parameters as achieved, partially achieved or not achieved at grant level. By doing this, the company can verify the performance against the vesting rights and approve the appropriate % of vesting. The remaining options get cancelled.

For example, the company can recognize say only 60% of the options should be vested. The balance 40% is not achieved and will be unvested and cancelled.

To recognize performance conditions:

1. Click Equity Awards in the left menu, select **Grants**.
2. Select the stakeholder or search for the stakeholder.
3. Click the menu and select **Recognize**.



4. In the displayed Performance Condition Recognition screen, enter the following details:

- a. **Recognition Date** for the performance vesting.
- b. Click ☐ to indicate that the performance condition is **Achieved**.
- c. **Payout %** depending on the performance criteria the employee meets.

 A screenshot of the 'Performance Condition Recognition' screen. It displays a table with the following columns: Recognition Date, Achieved, Payout %, Options Vesting, and Optk. The first row shows a date of 2022-12-22, a checked 'Achieved' box, a payout of 90, and options vesting of 900. The second row shows the same date, a checked 'Achieved' box, a payout of 0.00, and options vesting of 0. A dropdown menu is open for the first row, showing 'Apply To This Page' and 'All Pages'. At the bottom, there is a pagination bar showing '1-2 of 2 items', a page number '1', and '5 / page'.

For **Recognition Date**, **Achieved** & **Payout%** you can use the **Copy Down**, drop-down - **Apply to - This Page and All Pages** will be displayed. From the selected Tranche for which the Copy Down is applied, the value will be copied down to all the below tranches on the same page, or all the pages based on the option chosen (this page or all pages) from the drop down.

a. The number of **Options Vesting**. The number of Options Cancelled is automatically calculated and updated.

← Performance Condition Recognition

Filter By (Please select at least one to proceed)

Performance Condition

Stakeholder

Grant ID

Vest Date

Status

Apply Filter

Stakeholder

Aida Burton

Grant ID

GT-OA-007

Clear All

Options Due to Vest

58.333

Options Vested

33.333

Options Cancelled

25

<input checked="" type="checkbox"/> Grant	Vest Date	Condition Name	Status	Options Due to Vest	Recognition Date	Achieved	Payout %	Options Vesting	Options Cancelled
<input checked="" type="checkbox"/> Aida Burton GT-OA-007 on May 18, 2022	May 18, 2022	performance1 Payout 0 - 100%		50	2022-05-31	<input checked="" type="checkbox"/>	50	25	25
<input checked="" type="checkbox"/> Aida Burton GT-OA-007 on May 18, 2022	Jun 18, 2022	performance2 Payout 0 - 100%		8.333	2022-05-31	<input checked="" type="checkbox"/>	100	8.333	0

1-2 of 2 items

<

1

>

5 / page

Recognize

Note: The Grey Exclamation indicates that the Performance Condition is not evaluated yet. The Red Exclamation indicates that the Performance Condition is past its Vesting Date and not yet been Recognized.

5. To select the performance condition, click ☐ against it.
6. Click **Recognize**.
7. In the Confirm Recognition of performance condition dialog box, verify all details and click **Yes, Recognize**.

Confirm Recognition of performance condition

Are you sure you want to recognize the below vesting condition(s) ?

Tranche	Options Due to Vest	Options Vested	Options Cancelled
1	50	25	25

No, Go Back

Yes, Recognize

The Recognition Status displays the final tranche details that have been successfully recognized.

Recognition Status

Successful Recognition

Tranche	Options Due to Vest	Options Vested	Options Cancelled
1	50	25	25

Note: If the Performance Condition is successfully Evaluated, the grant status changes to Evaluated.