

Sales Commission Draw and Quota Relief Policy

Document ID: SAL-CDQ-2025.01

Version: 1.0

Effective Date: 2025-11-01

Department: Sales, Finance

1. Objective

To define policies regarding temporary sales staff compensation adjustments (draws) and quota adjustments (relief) in specific, pre-approved circumstances.

2. Commission Draw Policy (SDRs Only)

- Eligibility:** Only new **Sales Development Representatives (SDRs)** during their initial **60-day ramp period** are eligible for a non-recoverable commission draw.
- Draw Amount:** AED [X] per month, paid on top of the base salary, replacing standard commission payments for the first 60 days.
- Purpose:** To provide stable income while the SDR masters the product and process. After 60 days, the SDR moves to the standard **SDR Incentive Plan**.

3. Quota Relief Policy (AEs Only)

Quota relief is the temporary lowering of a Quarterly or Annual Sales Quota due to extraordinary circumstances.

Circumstance	Relief Eligibility	Approval Required	Duration
New Hire Ramp	Full Quota Relief (0% Quota) in Month 1. 50% Quota in Month 2. 75% Quota in Month 3.	Sales Director	First 3 calendar months.
New Territory Launch	A 25% quota reduction for the first two quarters of the territory launch.	VP of Sales	6 months maximum.

Extended Medical Leave (> 4 Weeks)	Quota prorated for the missed period only.	HR & Sales Director	Duration of approved leave.
Strategic Project Assignment	Case-by-case determination based on project time sink.	VP of Sales & CFO	Project duration.

4. Non-Eligible Events for Quota Relief

Quota relief will **NOT** be granted for:

- Standard deal slippage (deals moving to the next quarter).
- Competitive loss.
- Change in AE negotiation or presentation performance.
- General market/economic downturns.