

2025 Employee Bonus Policy

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Objective: These bonus policies are designed to recognize efforts of all employees and ensure all are incentivized for contributing to Company Growth.

Applicability: These Policies are applicable effective **January 1, 2025**, to all Team in India. It includes Full Time Employees as well as Contractors.

Employee/ Contractor must be an active employee on the payout date and not serving notice.

Policy	Exclusion (Not applicable to)
Employee Referral	Talent Acquisition
Business Development	Account Management & BD
Opportunity Identification	Account Management & BD
Presales	Account Management & Presales

Type: These Bonuses are above the Current Compensation and will be paid only with approval of respective stakeholders.

Payout: All these bonus will be paid quarterly as per the payment schedule below:

SOW Closure Period	Payout Month
Q1 (Jan – Mar)	May
Q2 (Apr - Jun)	Aug
Q3 (Jul – Sep)	Nov
Q4 (Oct – Dec)	Feb

Bonus Amount: Bonus Amount will vary based on Country of referral.

Employee Cockpit: This is a quick access feature in Microsoft 365 and will soon be available to all employees & contractors to enable tracking of all referrals.

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Employee Referral Bonus

Objective – To encourage all employees and contractors to participate in hiring efforts by referring candidates **from within their networks**.

Guidelines –

- The position can be for GyanSys strategic hires, current customers or new prospects.
- The bonus is applicable if the hiring is closed within 3 months of referral.
- When you identify a candidate you are required to update in Employee Cockpit and send an email to referrals@gyansys.com. *(Details of Employee Cockpit will be shared soon)*.
- Candidate referred must be provided with a recommendation specifying rationale for referring.
Rationale may include:
 - How is the candidate known to you?
 - Quality of feedback from Client or Colleagues.
 - Your Rating for the candidate for communication and comprehension.
 - Their salary expectations
- Referred person must complete **60 days** with GyanSys and not serving notice period nor in PIP.

Approver – VP (Operations)

Not Applicable – Talent Acquisition Team

Bonus – Bonus details for India Location are as below:

Employee Band	Bonus (INR)
Consultant/ Senior Consultant	5,000
Lead/ Principal/ Architect/ Manager	10,000
Sr Manager & above	15,000

Any Additional Bonus will be paid for Open positions tagged as Hot Jobs/ Niche skills will be announced separately for each position.

If the referral is for locations other than India, referral bonus applicable to the referred location/country will be paid. For example, if anyone from IDC refer to the USA location, bonus amount for US Delivery Center will be applicable.

Exclusion –

- This bonus will not be applicable:
 - If the resource (candidate referred) is terminated due to performance issues or leaves GyanSys or is serving notice within first 60 days of Joining.
 - To any customer referred pass-through billing.
 - For referring Campus Hire/ Associates without relevant work experience.
- Any exception to the above will have to be approved in advance by management and documented in writing to be eligible.

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Business Development Bonus

Objective – To encourage employees and contractors to introduce **new logos** to GyanSys with **an identified opportunity** where GyanSys can participate.

Guidelines –

- All activities, which start with formal introduction of lead with GyanSys Sales Team, Account Executive and Assist RMG & TA with Resource Selection.
- The Bonus will be eligible if the opportunity is converted into **logo** in 12 months period.
- All Types of Direct Contract (T&M, Fixed Price, AMS) will be considered.
Note: Sub-contracting engagements are not considered under this policy.
- Bonus will be paid after completion of first invoicing.

Lead Submission to – VP (Sales)

Approver – VP (Sales & BD)

Not Applicable – Sales & BD Team

Bonus –

SOW Value (US\$)	Bonus Amount (INR)
< = \$ 10,000	25,000
\$10,001 - \$100,000	50,000
> \$100,000	100,000

For any referral of other Locations, respective Country Bonus amount will be applicable. For example, for any referral for USA, bonus amount for US Delivery Center will be applicable.

Exclusion –

- This Bonus will not be eligible if there is active traction with same referral lead in last 6 months with GyanSys Account Executive and tracked in Salesforce Database.

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Opportunity Identification Bonus

Objective – To encourage all employees and contractors to identify opportunities and help the Sales and RMG team to fulfill the positions and at the same time build a friendly work environment at the Client place.

Opportunity Identification & Support for T&M engagements in existing Customer:

All Leads are to be updated in **Employee Cockpit** and communicated through email to VP Sales and Client Partner.

Guidelines –

- Identify Opportunities for your present or previous client(s) & communicate with the Sales Team
- Help RMG with resume update
- Support TA team with Interview & shortlisting candidate for potential position
- Coach and assist in Client-Interview
- Support for 60 days post onboarding
- Mentor client organizational system & culture
[This includes understanding open position with Client, Coaching and Assisting with selection process and Mentorship].

Approver – Client Partner, VP (Sales)

Not Applicable – Sales & BD Team

Bonus –

Employee Band of Opportunity	Bonus (INR)
Associate	5,000
Consultant/ Senior Consultant	10,000
Lead & above	15,000

Note –

- If the selected employee is terminated voluntarily or involuntarily by Client within 60 days of onboarding, No Bonus will be paid.
- If two employees give the same lead, employee providing the information **First** will be eligible for this bonus.
- Any Lead submitted should be validated with Salesforce Database. Any lead, not present in Salesforce Database will be considered as Qualified Lead.
- The bonus is not applicable to any customer referred pass-through billing.

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Presales Support Bonus

Objective – To encourage all employees and contractors to contribute as and when required for presales related activities and help Sales team to win deals.

Client – Presales can be for any existing Client or Prospect.

Guidelines –

- Any one or more of the following will be considered as Presales Support:
 - a. Contribution to prepare unique differentiator,
 - b. Review of Scope assumptions,
 - c. Prepare Project Plan & Resource mix,
 - d. Build Accelerator for the proposal,
 - e. Be part of Oral Preparation & Presentation

Approver – Client Partner, VP (Sales)

Not Applicable – Sales & Presales Team

Bonus –

SOW Value (US\$)	Bonus Amount (INR)
=< \$50K	INR 25,000
> \$ 50K to =< \$250K	INR 50,000
> \$250K	INR 1,00,000

- This Bonus is payable based on **effort spent** and **approved on WIN**.
 - If majority effort is driven independently excluding Sales & Presales team effort, entire bonus will be paid to the said resource.
 - If more than 1 resource is involved in Presales, amount will be distributed based on effort spent as approved by VP – Sales/ Client Partner.

For example, for a SOW of \$100,000, Resource A has spent 20 hours and Resource B has spent 5 hours and these hours are approved by Client Partner. Based on the above table, total Bonus allotted for this SOW is INR 50,000. This amount will be allocated between Resource A & B based on their efforts approved.

Bonus for Resource A = INR 40,000 and for Resource B = INR 10,000.