

PROJECT COMPLETION BONUS

To encourage and motivate staff, Heckerbella Limited is introducing bonus payments for all staff involved in completed projects.

Kindly find below the conditions for qualifying for the bonus.

1. Staff members involved in the project's team will be entitled to 5% of the net profit made from the project(s) at the end of the year. This will be shared in a ratio **(to be determined by the nature of project, cadres of staff and members of the project team)**.
2. You will **NOT** be entitled to a bonus if the project assigned to you is not completed, still ongoing and is yet to yield revenue to the organization.
3. Staff who completes a project and concerns/problems are raised after the completion will **NOT** be entitled to the bonus.
4. The project lead will be responsible for the end to end process implementation of their project.
5. Administrative staff will be entitled to 0.2% of the net profit made from the projects at the end of each financial year and this would be shared in the ratio below:
 - HR/Admin Manager- 20%
 - Finance Manager- 20%
 - Executive Assistants- 20%
 - Front Desk Officer- 15.7%
 - Drivers-14.3%
 - Cleaners-10%

SEVERANCE ALLOWANCE

This is to inform all staff that going forward, Heckerbella Limited will commence the payment of severance allowance to all eligible ex-employees who worked with the organization for five (5) years and above.

Ineligibility Criteria are as follows:

1. Employees who voluntarily resigned
2. Employees who were dismissed or disengaged on disciplinary grounds.
3. Employees who do not submit company properties (laptop, ID card, etc) before exit

SEVERANCE ALLOWANCE COMPUTATION

Payment of the last monthly Gross Salary for each year an ex-employee spent with Heckerbella Limited plus N500,000 base severance allowance.

Yours faithfully,



Onyekachukwu Okechukwu
HR/Admin Manager