

	Standard Operating Procedures GHCD	DOC NO: 4.1.4	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Bonus	PAGE: 1/1	

1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	BOD	Board of Directors
2.0	Bonus		
	2.1	Non-Contractual Bonus is at the sole discretion of the Company based on Company's overall financial performance and individual performance.	
	2.2	Confirmed staff who joined the Company during the financial year may receive a pro-rated bonus based on each completed month of service.	
	2.3	The GHCD will recommend to the Management for the payment, quantum and total amount involved for the payment of bonus, based on the Company's financial performance.	
	2.4	The quantum of bonus to be declared will be determined by the BOD once the Company's financial results are available i.e. after the Company's audited accounts are available.	
	2.5	All eligible staff will be informed by letter from the GHCD, on the payment of bonus and the quantum payable.	