

## **MadeUpName, LLC**

### **Compensation & Pay Transparency Policy**

#### **Purpose**

MadeUpName, LLC is committed to fair, equitable, and transparent compensation practices. This policy ensures that employees understand how compensation decisions are made and that pay structures support retention, motivation, and compliance with applicable laws.

#### **Scope**

This policy applies to all employees of MadeUpName, LLC.

#### **1. Compensation Philosophy**

Our goal is to attract, reward, and retain top talent in the software industry by: - Paying competitively within the Rochester, NY market and national benchmarks for remote roles.

- Rewarding performance, skills, and contributions to company success.
- Promoting internal equity and pay transparency.

#### **2. Pay Structure**

Compensation consists of base salary, variable pay (where applicable), and benefits. Salary ranges are established for each position level based on market data and reviewed annually.

#### **3. Pay Transparency**

- Employees have the right to discuss their compensation with others without fear of retaliation.
- Job postings will include a salary range whenever legally required or appropriate for transparency.
- Managers may share general information on how compensation decisions are made but not disclose others' specific pay details.

#### **4. Pay Reviews and Adjustments**

- Annual pay reviews occur as part of the performance cycle.
- Adjustments may be made for merit increases, promotions, or market changes.
- HR will monitor pay data to identify and correct disparities.

#### **5. Overtime and Exempt Status**

Employees are classified as exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees are eligible for overtime pay per the Time Tracking & Overtime Policy.

#### **6. Bonuses and Incentives**

Performance-based bonuses may be awarded at management's discretion. Eligibility and criteria will be communicated clearly in writing.

#### **7. Pay Equity**

MadeUpName, LLC conducts periodic pay equity reviews to ensure compensation is free from unlawful discrimination and consistent with job responsibilities, performance, and experience.

#### **8. Communication and Responsibility**

- **HR:** Maintain salary ranges and ensure compliance.

- **Managers:** Discuss compensation decisions openly and fairly.
- **Employees:** Ask questions about pay processes and raise any concerns to HR.

#### **9. Legal Compliance**

This policy complies with the New York State Pay Transparency Law and all applicable federal and state compensation regulations.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department