

**Progressive Variable  
Pay**  
**FAQ- 2023**

**1) What is Progressive Variable Pay?**

Progressive variable pay is a gradual increase in the % of Variable Pay component in the CTC until it reaches a set percentage for the given designation level as per policy. Progressive Variable Pay is provided as a reward to employees for their individual performance as well as their contribution towards business units/projects and Organisation performance.

**2) Who is eligible for Progressive Variable Pay?**

Those employees who are eligible for increment this year are eligible for Variable Pay.

**3) I am not eligible for increment in this financial year, am I eligible for Variable Pay?**

No, Employees who are not eligible for an increment this year; their salary structure will remain the same till their next increment.

**4) Where will I get more information on Variable Pay?**

Please read the Progressive Variable Pay policy available on myPOD under Corporate Programme and Policies for more information.

**5) Will Variable Pay be a part of my CTC?**

Yes, Variable Pay will be a component of your CTC as a part of the new revised salary structure.

**6) How will the actual amount of Variable Pay payout be determined?**

Please refer to the Variable Pay policy on myPOD under Corporate Programme and Policies for more information.

**7) If Variable Pay is introduced along with the increment, does it reduce the Fixed component of my CTC?**

No, the introduction of Variable pay will not reduce the fixed component of your CTC.

**8) When will Variable Pay be typically paid?**

The Variable Pay shall be paid to the entitled Employees as per Variable Pay policy as per below table.

Quarters	Month
April to June (Q1)	August
July to September(Q2)	November
October to December(Q3)	February
January to March (Q4)	May

**9) What percentage of CTC is Variable Pay?**

Please refer to the Progressive Variable Pay policy on myPOD under Corporate Programme and Policies for more information.

**10) Is a Variable Pay component added in monthly payslip?**

Yes, Variable pay will reflect in the payslip in the month it is paid out.

**11) How much of that percentage of Variable Pay can I earn?**

The amount of Variable Pay you can earn will be determined by the quarterly performance of the Company, Project and Individual. If the criteria are met or exceeded, an employee can earn even more than 100% of the Variable pay amount. However, if the criteria are not met, the same may be reduced /not paid.

**12) What happens if individual performance is good, but the organization or project target is not met, does the individual receive a certain component of variable pay or no pay?**

The Variable Pay payout will be based on the achievements of the Company's targets and subject to the Company's financial performance each Quarter/Financial Year.

**13) Who will be eligible for Variable Pay?**

All permanent employees of the organisation except Project Trainee, Level 1 & 2 from Business Enablement teams, all Office Boys & equivalent category, Interns & consultants, third Party contract employees.

**14) I am on probation period, is Variable Pay applicable to me?**

Yes, Variable pay is applicable even to employees who are on probation. The category of employees not eligible for Variable Pay is mentioned in Variable Pay Policy.

**15) How can employees maximize their Progressive Variable Pay?**

Gaining a clear understanding of their individual Goals and how one can contribute to the success of project will help maximize the Variable Pay. Having periodic conversations and feedback with Managers will be crucial to incrementally improve performance.

**16) If my project has not “kicked off”, or is in ramp up or ramp down stage, how will that affect the amount of Variable Pay I will be able to earn?**

If the Project has not kicked off or is currently experiencing a ramp-up or ramp-down, the Organisation, Business Unit and Individual performance will be taken into consideration.

**17) If I have just moved to the bench/competency pool or there is a plan to release me to the bench, how will that impact my Variable Pay amount?**

If an employee moves to the bench or is planned to be released to the bench, then the performance for the period he or she were in the project along with your contributions during bench duration will be considered for the purpose of payout of variable pay for that quarter.

**18) What are the criteria for evaluating Project performance of Business Enablement Teams as we serve internal clients?**

For the Business enablement teams, project performance will be equivalent to their Function performance and variable pay will be paid based on the achievement of objectives and key results that are defined for the Function.

**19) I am on notice period, am I eligible for receiving Variable Pay? If I am eligible, when can I expect to receive it?**

Yes, if you are active, on the rolls of the Organisation on the day of payout of Variable pay, you will be eligible to receive it along with salary. For those whose salary is on hold, they will get it as a part of Full and Final Settlement. However, the eligibility defined in Variable Pay policy will govern the payout.

**20) If I am transferred to the US office after completion of a particular quarter, will I be eligible to receive variable pay for that quarter? If I am on Transfer exit, will I receive the Variable Pay till I am on Bitwise India Payroll.**

Yes, you will receive Variable pay for the period you have worked on Bitwise India Payroll. The amount of Variable Pay will be paid on pro-rata basis for the duration served during the quarter.

**21) I will be on maternity leave for two to three quarters does it impact my Variable pay? What about Maternity Leave cases?**

If an employee is on Maternity Leave or proceeds for it, then the performance for the period she was in the project will be considered for the purpose of Variable pay during the maternity leave.

**22) How will my variable pay be calculated if I join in between the quarter?**

The amount of Variable Pay will be paid pro-rata basis for the duration served during the quarter as per eligibility defined in the Variable Pay policy.

**23) Can I get variable pay in advance or on a monthly basis?**

No, Variable pay will be paid on a quarterly basis as per the Variable Pay Policy & predefined criteria mentioned.

**24) Will Variable Pay impact other incentives/coupon or rewards if they are applicable?**

The introduction of Variable Pay will not impact additional incentives or coupons issued to Bitwisers. This is subject to revision from time to time.

**25) Is variable pay Taxable? How much amount of variable pay is Taxable?**

Yes, as per Income Tax Act provisions, the Variable Pay amount will be taxable.

**26) I am a shared resource for multiple projects, how will you calculate my performance?**

Your performance will be evaluated by all the concerned project managers and performance will be considered for the purpose of Variable Pay payout.

**27) How do we get to know the calculation of variable pay when it's paid out?**

Please read the Progressive Variable Pay policy available on myPOD under Corporate Programme and Policies for this information.

**28) If employees have questions on the amount of Variable Pay paid, where can they ask those?**

If you have any questions, you may raise a ticket in myPOD TicketTracker.

**29) My designation was changed before April 23, so can I get an increment with effect from that date?**

You will get an increment with effect from 1<sup>st</sup> April 2023 as per Variable pay Policy.

**30) What about those who didn't receive any increment in April last year as they joined after Nov 21, will they be eligible for Variable Pay?**

Yes, kindly Refer to the increment policy on myPOD under Corporate Programme and Policies for this information.

**31) As we are evaluating performance in every quarter for variable pay, will it impact my annual increment?**

Performance of all 4 quarters will be an input into the annual increment.

**32) Increment and Variable Pay payout process**