

ANNEX ‘C’ – PROGRAM COMPLEXITY ALLOWANCE

Complexity allowances and incentive schemes are program-specific, as may be determined by the Company from time to time. They neither form part of your base pay nor of the guaranteed benefits provided herein. Allowances and incentives shall be applicable if being provided by the program and while assigned in the program only.

Should you be transferred to another account or program for whatever reason, whether through your own volition or at the instance of the Company, allowances and incentive schemes shall be adjusted or removed accordingly, without prejudice to your base pay. Furthermore, it should be noted that the Complexity allowance is being provided at the discretion of the Company and depends upon program classification done by the Company using as basis the varying requirements of the clients and/or programs. It is understood, therefore, that the complexity allowance may be unilaterally changed, or even completely removed, at any time in accordance with the requirement/s of the programs as determined by the Company. However, any modification on the complexity allowance shall not affect your base pay.

Effective 08 23, 21, and until such time as you are assigned in this program, you shall receive the following, to wit:

Complexity Allowance

In light of this complex, multi-skilled and multifaceted program, the company is providing you a monthly taxable Program Allowance of ₱2,500.00, payable fortnightly, every other Friday. The first month of entitlement to this allowance shall likewise be reckoned from your start date; pro-rated to the number of days you've worked.

This complexity allowance is conditional and contingent upon your continued assignment in this program and **100% attendance**. It is essential that employees maintain a good attendance record and refrain from incurring absence that disrupts work continuity and productivity. Absences will have a pro-rated deduction computed as follows: (Monthly Allowance x 12 months)/ 261 days).

Ex. Php2,500 (monthly allowance) x 12 = Php30,000

Php30,000/261 = Php115 will be deducted per day of absence.

Leaves availed within the employee's leave credits and management initiated leaves (VGH, US Holiday, SILs) are excluded from the deduction.

This is not a guaranteed benefit and shall not ripen into a guaranteed benefit as nothing herein shall be construed as to establish a practice of giving complexity allowances to any and all programs within the business unit.

Any transfer to any other program within the business units, whether through your own volition or at the instance of the Company, warrants the adjustment and/or removal of this complexity allowance (as the case may be), which shall not be construed as diminution of your existing benefits and compensation.

The Company reserves the right to rescind, modify or amend this Annex “C” as business exigencies may require.

By signing this document, I hereby acknowledge that the content was discussed to me and that I agree without qualifications or reservations to all the terms and conditions stated herein.

Printed Name: Christine Canete

Date and Time : 08 11, 21 11:28:36.859 AM PST