

12. KPI Reporting & Incentives

At Toyama Controls, we firmly believe in recognizing and rewarding our employees for their hard work and dedication. To ensure fair evaluation and incentivization, we have established a KPI (Key Performance Indicators) based performance review system. Here's how it works:

- 1. Role-Specific KPIs:** Each employee, regardless of their role, is assigned a set of specific KPIs that align with their job function and responsibilities. These KPIs are a mix of quantitative and qualitative goals, designed to measure their performance effectively. For example, a salesperson's KPI might include targets for sales revenue and customer satisfaction, while a software engineer's KPI might involve meeting project deadlines and the quality of their code.
- 2. KPI Review Meetings:** On a regular basis (monthly, quarterly, or annually, as applicable), each employee will meet with their supervisor or manager to review their performance against the assigned KPIs. These meetings are an opportunity for both parties to discuss the employee's performance, identify any challenges, and discuss strategies for improvement.
- 3. KPI Reporting:** Employees are required to report their progress on their KPIs in these review meetings. This reporting can be done through a variety of methods, depending on the nature of the KPI. For example, sales revenue can be reported using sales reports, while code quality could be evaluated using peer reviews or automated testing tools.
- 4. Performance Incentives:** At Toyama Controls, exceptional performance is recognized and rewarded. If an employee exceeds their KPI targets, they may be eligible for performance bonuses or other incentives. These rewards are designed to motivate employees to excel in their roles and contribute to the overall success of the company.
- 5. KPI Adjustments:** KPIs are not set in stone and can be adjusted based on changes in business goals, job responsibilities, or market conditions. Any changes to KPIs will be communicated clearly to the employee and the reasons for the changes will be explained.

Through this KPI-based approach, we strive to create a work environment where high performance is acknowledged and incentivized, contributing to the individual and collective growth of Toyama Controls.