

Compensation and Benefits Policy

1. Wages by Employment Type

Full-Time Employees

Permanent employees covering 40 hours per week receive their full monthly salary.

Part-Time Employees

Compensation is provided to part-time employees working either 20 hours or 22.5 hours per week, with higher compensation for those working 22.5 hours.

Interns

Interns receive a monthly allowance for a minimum commitment of 20 hours per week.

2. Transportation

To and from the office

Each employee will be paid a transit cost in Lebanese pounds. This price is determined by multiplying each day's attendance at work by a set amount that the state makes public. This cost covers the transportation to and from the office on a daily basis, counted for the days when employees come to the office.

To client sites

Amounts ranging from \$50 to \$130 are paid extra for some positions, such as sales and field, for using their cars within the greater Beirut area, bounded by Khaldeh to the south, Dbayeh to the north, and Aley to the east. This is based upon prior approval from EXEO management.

Distances beyond the boundaries listed above will be calculated by measuring the distance between the relevant boundary point and the destination (round trip), and multiplying the total kilometers by \$0.30 per km.

1. CNSS

Within 15 days of their start date, new hires must register with Social Security; after three months, they are eligible for all of their rights to medical, social, and retirement benefits.

2. Medical Insurance

The employees of EXEO can take advantage of medical insurance class B in and out with complete new coverage. Employees may also gain from this by upgrading their level from class B to A or insuring members of their family for a charge that is divested annually and deducted from their salary.

The sum that EXEO would have paid on his behalf will be covered in cash if the employee is registered with the syndicate.

3. Life

After joining the company, the employee signs a beneficiary form that enables him to benefit his beneficiaries according to the specified percentage from an amount equal to the employee's salary multiplied by twelve months in the event of his death.

4. Line + internet

Each employee will receive an Alfa line paid for by EXEO with a data cap starting at 8GB and an hour of call time, though this can be changed depending on the position of the employee.

1. Education Allowance

The allowance applies to:

- Every employee of Exeo SAL who has children under his/her care and responsibility;
- The employee should have completed on September 1st at least 12 months of tenure at Exeo and be a full time employee (not subcontractor or part timer) ;
- Child attending school from Pre-Primary (Petite Section) to Terminale;
- A child attending a state-recognized high-level education institution or university until the age of 23 on Sep 1 of the year;

Here is the documentation requested from the employee:

- Family Civil Status;
- Certificate of registration in school or university (2022-2023) for each child;
- Employees shall not benefit from the Education Allowance if their spouse already receives an equivalent education allowance from their employer.
- A signed and stamped confirmation form from the spouse's employer is required confirming that he/she does not benefit from a schooling allowance.

The entitled allowance is per child and to be paid according to the salary payment terms.

An employee can benefit from this allowance even if the children are not registered under his name in NSSF as long as the children are under his/her care and responsibility.

12. Personal Milestone Bonuses

As part of our commitment to supporting employees through significant personal milestones, EXEO offers the following life event bonuses:

- **Marriage Bonus:**

Every EXEO employee who gets married is eligible for a one-time bonus. This bonus is provided to recognize and celebrate this important life event.

- **Newborn/Adoption Bonus:**

Every EXEO employee who welcomes a new child, either through birth or adoption, is eligible for a one-time bonus. This bonus is designed to support employees as they expand their families.

2. Summer Week-End Program

Every full-time EXEO employee (excluding subcontractors, those in a probation period, or those serving a notice period) is eligible to benefit from the Summer Weekend Program, which grants one Friday off every two weeks during July and August, defined annually and subject to the following conditions:

- **Scheduling:** Each Head of Department should coordinate with the HR Coordinator and team members to plan the rotation schedule.
- **Eligibility:** The employee must have an active full-time employment contract with EXEO and must not be a subcontractor, a trainee, on probation, or in a notice period.
- **Timing:** The off day can only be taken on Fridays, and must be approved by the employee's direct supervisor.
- **Continuity of Service:** The rotation must ensure that no department is left without coverage for critical functions. For example, if only two team members handle a certain technology, only one may take leave at a time.
- **Client Priority:** Client service remains the top priority. Teams are trusted to self-organize in a way that ensures uninterrupted support and service delivery.
- **Team Rotation:** While we recommend a fair rotation within each team, the exact schedule and distribution are left to the teams to define collaboratively.
- **Non-cumulative:** This additional day off is not deducted from annual leave balances, and cannot be replaced or carried over. If an employee is already on official leave on a Friday, the summer Friday benefit does not apply.