

Salary Increment & Performance Appraisal Policy

1. Objective

This policy outlines the salary increment structure and annual performance appraisal process.

2. Performance Review Cycle

- Annual appraisal conducted every March.
- Mid-year review in September.

3. Increment Criteria

- Work quality, punctuality, innovation, teamwork.
- Company profitability and budget allocation.

4. Increment Range

- Outstanding: 12–20%
- Exceeds Expectations: 8–12%
- Meets Expectations: 4–7%
- Below Expectations: 0–3%

5. Promotion Guidelines

- Based on skill growth, leadership, certifications, and business need.