



Incentive Reward Program

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5	1 st July 2022	Incentive Update: Incentive for Sales, KAM and Fulfillment Team (US) and minor updates to the guidelines	1.4	Zara Morghade	Sachin Khare
6	11 th Oct 2022	Incentive Update: Incentive for Lead Generation and BD Team	1.5	Zara Morghade	Sachin Khare
7	11 th Jan, 2024	Policy Modified	1.6	Juhi Dewre	Kiran Satpute

Review: This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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Table of Contents

Purpose.....	3
Incentive Compensation Plan Guidelines	3
Lead Generation and Business Development Team	3
Business Development Manager/ Account Manager.....	3
Fulfillment Team (Onshore positions).....	4
Fulfillment Team (India positions).....	4
Violation of policy.....	5
Enforcement.....	5
Document Owner and Approval.....	5

PURPOSE

The purpose of an incentive plan is to reward Employees for assisting the organization in achieving the goals & accomplishing their individual performance goals. The intent is to exceed our targets for the company.

SCOPE

This policy is applicable to Employees of Parkar who part of the Core Delivery Lead Generation / Business Development / Sales / KAM/ Talent Acquisition teams for Onshore and Offshore

GUIDELINES

Guidelines are designed considering the two aspects of the sales cycle – Business Development and Fulfilment.

For the purposes of incentive calculations, there are following criteria:

1. The number of billable positions
2. A fixed price project or MSP

Lead Generation & Business Development Team:

Incentive pay amount and pay out tenure would vary as below:

- For every lead generated and meeting completed - Incentive: INR 1,000*
- For every meeting converted into a qualifying deal – Incentive: INR 2,500*
- For every signed SOW - incentive of INR 5,000

Note:

- Incentives for a completed meeting and meeting conversions to a qualifying deal: The payouts will be made in the following month's payroll. E.g., if the meeting took place in the month of April, the payout will be made along with the May month's payroll.
- The payouts will be made 60 days along with the monthly payroll after the signed SOW is received from the client.
- The sales CRM mapping for lead owner will be used for all incentive accruals, hence Employees must ensure correct mapping to the deals.
- Employees mapped to Lead generation teams will be eligible for this incentive.
- Employees must be an active employee of Parkar at the time of payout to be eligible.

Business Development Manager/ Account Manager:

Incentive pay would be applicable only in cases where the SOW has been signed.

- **Incentive** Post closure (Signed SOW) of the position/deal:
 - o FTE / Contractor for Onshore roles – One-time incentive of \$375 for every role signed in the SOW
 - o For Offshore/Nearshore roles – One-time incentive of \$ 175 for every role signed in the SOW
 - o Fixed Price SOW - 1% of the Total Contract Value (TCV).

Note:

- The sales CRM mapping for lead owner will be used for all incentive accruals, hence Employees must ensure correct mapping to the deals.
- Only a signed SOW will be considered for incentive payout.
- Incentive will be paid for every fully allocated resource in the signed SOW. E.g. If the signed SOW has 2 fully allocated resources, the incentive will be calculated as:
 - > if both the positions are onshore – Incentive: $\$375 \times 2 = \750
 - > if both the positions are offshore – Incentive: $\$175 \times 2 = \350
- The incentive will be applicable only for incremental SOW's and the SOW renewals will be excluded during the payout.
- The payouts will be made 60 days along with the monthly payroll after the signed SOW is received from the client.
- Employees must be an active employee of Parkar at the time of payout to be eligible.

Fulfillment Team (Onshore positions)

- Sourced candidate should not be referred by any Parkar Employee or any vendor partners.
- The ATS mapping for req will be used for all incentive accruals, hence Employees must ensure correct mapping of the deals.

Incentive Payout

- Eligibility of incentives for Full Time and Contract positions – one-time incentive of \$250 will be paid once hired or placed.

Boosters:

\$50 for every additional position closed in the same month

Fulfillment Team: (India positions)

- Sourced candidate should not be referred by any Parkar Employee or vendor partner.
- Individual recruiters will be eligible for an incentive only related to the technology/engineering positions or client-specific roles.
- Any positions with more than 60 days aging, no incentive for closures
- The one-time incentive payout structure for every position closed is as follows:

FTE (Tech Roles / Client roles)

- Onboarding within 0 - 30 days from the req open date - onetime incentive of INR 15,000
- Onboarding within 31 – 60 days from the req open date - onetime incentive of INR 10,000
- Boosters: > 5 hires / month, additional incentive of INR 10,000

Note:

- Fulfillment Team (India Positions): The payouts will be made 90 days along with the monthly payroll once the hire completes ninety (90) days with the company or on a client role.
- Fulfillment Team (Onshore positions US/Canada): Incentives The payouts will be made 60 days along with the monthly payroll once the hire completes ninety (90) days with the company or on a client role.

- The ATS mapping for Recruiter will be used for all incentive accruals, hence Employees must ensure correct mapping of the reqs.
- Employees must be an active employee of Parkar at the time of payout to be eligible.

Please note all the incentive payments will be subject to income tax.

If there is any dispute in relation to the Incentive program, the decision of the Company would be final and binding in the matter

VIOLATION OF POLICY

All employees are obligated to report violations of this policy to hrops@Parkar.digital immediately.

The HR Head and Finance Head must approve any exceptions to this policy in advance.

ENFORCEMENT

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

DOCUMENT OWNER AND APPROVAL

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.