

# Privacy Policy

## COMPENSATION PROGRAM

The compensation program is tailored for sales, technical, and administrative employees to ensure alignment with company goals while motivating employees to achieve their objectives.

The compensation program rewards employees based on measurable performance, encouraging alignment with company objectives, promoting excellence, and fostering long-term engagement. The program is divided into two distinct structures for sales employees and technical/administrative employees.

### 1. Sales Employees Compensation Program

#### Key Features:

- **Quarterly Sales Objectives:**

Sales employees have clearly defined sales targets that align with the company's quarterly revenue goals.

- **Base Salary + Performance Bonus:**

- **Base Salary:** Competitive base salary for financial stability.
- **Performance Bonus:** Variable component tied to achieving sales objectives.

- **Bonus Tiers:**

- **100% Target Achievement:** Bonus equivalent to 10-20% of quarterly base salary.
- **Overachievement (110%-125%):** Accelerated bonuses, e.g., 20-30% of quarterly base salary.
- **Top Performer Bonus (Above 125%):** Additional lump-sum reward and recognition (e.g., "Sales Champion Award").

- **Team Performance Incentives:**

If the entire sales team meets its quarterly goals, team members receive additional incentives such as gift cards, paid time off, or experiential rewards (e.g., team outings).

- **Non-Monetary Rewards:**

- Public recognition in team meetings or company newsletters.
- Opportunities for skill development or leadership training.

## 2. Technical and Administrative Employees Compensation Program

### Key Features:

- **Goal-Based Incentives:**

Employees are evaluated based on individual and departmental goals, focusing on quality, efficiency, and contribution to company growth.

- **Performance Metrics:**

- **Technical Employees:** Objectives include system uptime, successful project completions, issue resolution rates, and innovation contributions.
- **Administrative Employees:** Goals include process improvements, timely reporting, client satisfaction, and operational efficiency.

- **Base Salary + Annual Bonus:**

- **Base Salary:** Reflects market standards and role responsibilities.
- **Annual Bonus:** Tied to goal achievement and exceeding key performance indicators (KPIs). Bonuses range from 10-20% of annual salary.

- **Exceeding Goals:**

- Employees exceeding targets by 20% or more receive an **additional performance bonus** of up to 10% of their annual salary.
- Exceptional contributors may also receive **non-monetary rewards** like training opportunities, additional PTO, or promotions.

- **Team-Based Rewards:**

Similar to the sales team, if technical or administrative departments achieve collective goals (e.g., launching a new system on time), all members receive team incentives.

### Example Objectives:

- **Technical Employee:** Ensure 99.9% system uptime and resolve 95% of support tickets within 48 hours.
- **Administrative Employee:** Implement a new vendor management system that reduces costs by 15%.

### Performance Evaluation Process

#### 1. Quarterly Reviews (Sales):

- Performance reviewed against sales objectives.

- Bonuses are disbursed at the end of each quarter.

### **Annual Reviews (Technical & Administrative):**

- Performance is evaluated based on yearly goals and KPIs.
- Bonuses are paid at year-end or as part of annual compensation adjustments.

### **Feedback Integration:**

Employees receive constructive feedback and support, enabling continuous improvement.

### **Benefits of the Program**

- Encourages focus on company goals.
- Rewards both individual excellence and teamwork.
- Fosters a high-performance culture while maintaining employee satisfaction.
- Allows flexibility to adapt targets based on business priorities.

---

Revision #1

Created 24 February 2025 22:08:02 by Mauricio Coronel

Updated 24 February 2025 22:22:14 by Mauricio Coronel