Qatari Investors Group
مجموعة المستثمرين القطريين

END-OF-YEAR EMPLOYEE BONUS POLICIES & PROCEDURES

Contents

1. DEFINITIONS

In the application of this manual, the following words and phrases shall have the meaning given to them hereunder, unless the context requires otherwise:

TERM		Definition
BOD	:	The board of directors of the company and its subsidiaries
CCC	:	The Company's Corporate and Compliance Committee
NRC		Nomination & Remuneration Committee
CEO	:	Chief Executive Officer of The Company and/or any of its subsidiaries, whose appointment is confirmed by the Board
CHRO	:	Head of Human Resources at The Company
DOA	:	Delegation of Authority at The Company, as reviewed and endorsed by EXCOM and approved by the Board
EMPLOYEE(S)	:	Any person employed by the company under its approved HR policy and Qatari labor law and is compensated in accordance with this policy
EXCOM	:	Executive Committee of the Company
EXECUTIVE MANAGEMENT	:	The chief executive officer and the executives reporting directly to him and the heads of the internal control units in the company
HEAD OF FUNCTION	:	Executive director /chief / manager/ head / director /; who is the top authority in his/her respective department/company/subsidiary (where applicable)
HR	:	Human resources department at the company
HRAM	:	Human Resources and Administration Manager
HRMS	:	Human Resources Management System
ICT	:	Information and Communications Technology
CPF	:	Company Performance Factors
POLICY	:	End-of-Year Employee Bonus policy
QLL	:	Qatari Labor Law No. 14 of 2004 and its amendments
TMSS	:	Talent Management Senior Specialist
ODSH	:	Organizational Development Section Head
CBSH	:	Compensation & Benefit Section Head
THE COMPANY	:	Qatari Investors Group (QIG)
SUBSIDIARY	:	Sub-company under Qatari Investors Group (QIG)
SUB-SUBSIDIARY	:	Entity operating under one of QIG's Subsidiaries
PRP	:	Employee Performance Rating Percentage
KPI	:	Key Performance Indicators
ABS	:	Annual Basic Salary
QFMA	:	Qatar Financial Market Authority

2. POLICY OVERVIEW

This document defines the work steps needed in implementing the processes relevant to end-of-year bonus calculation and distribution within the HR to be applied at The Company and is designed in accordance and compliance with local, regional and international best practices, QLL, and all relevant regulations and laws.

In summary, this document provides a reference guide for the written policies and procedures to be followed at The Company and is intended to be an evolving document, developing with the needs and growth of the business.

This Policy is subject to be amended, altered or withdrawn by The Company at its sole discretion.

2.1. Policy Objectives

The Employee End-of-Year Bonus Policy establishes a structured framework for calculating and distributing bonuses based on company performance and individual contributions.

2.1.1. This Policy also aims to:

- **Recognize Employee Contributions:** Acknowledge and reward employees for their individual efforts and impact on the company's success.
- **Align Performance with Objectives:** Ensure that individual performance is linked to corporate goals by tying bonuses to specific key performance indicators (KPIs).
- **Promote Fairness:** Establish an equitable bonus distribution system based on measurable performance metrics, ensuring all eligible employees are treated fairly.
- **Motivate High Performance:** Encourage employees to maintain high levels of engagement and productivity by offering financial incentives for exceptional performance.
- **Reinforce Company Values:** Support and promote the company's core values of excellence, accountability, and teamwork, fostering a positive workplace culture.
- **Improve Employee's retention:** To minimize employee turnover (the number of employees that leave a company during a certain period).
- **Attract New candidates:** Encourage candidates to be part of the company due to the generous benefits scheme provided.

2.2. Policy Administration

2.2.1. The scope of implementing this Policy is within the jurisdiction of the Head of the Human Resources department and Head of the Finance department.

2.2.2. The implementation is overseen by CCC, NRC, and BOD. All other Departments and entities within The Company are also responsible for coordinating on the implementation of the policies contained within.

2.2.3. The approval process of this Policy must be made in accordance with the levels of authority as defined in the DoA.

2.2.4. Any exceptions to the guiding principles stated in this Policy will be reviewed and proposed by the ExCom, endorsed by CCC, NRC, and approved by BOD.

2.2.5. This Policy mentioned herein will be subject to regular reviews and updates as appropriate arising from changes to the business strategy and operating environment at any time.

2.2.6. The Head of Finance and the Head of Human Resources are responsible for ensuring that this Policy is updated to reflect revisions and any approved changes thereof.

2.3. Policy Amendments

2.3.1. Amendment History Sheet

Amendment No.	Date of Revision	Details of Amendment	Originated By	Remarks

3. APPENDICES

3.1. Annual Business Review Template (APPENDIX 1)

3.2. CPF Agreement Template (APPENDIX 2)

3.3. CPF Target Revision Template (APPENDIX 3)

3.4. End-of-Year Bonus Allocation Report (APPENDIX 4)

4. EMPLOYEE END-OF-YEAR BONUS

4.1. Introduction

The End-of-Year Bonus Policy establishes a structured framework for calculating and distributing employee bonuses based on Employee eligibility, the company's overall performance (CPF) and individual contributions (PRP). This policy ensures transparency, equity, and motivation, recognizing employees' efforts while linking rewards to the organization's financial health.

4.2. Purpose

4.2.1. The purpose of this policy is to:

- Recognize and reward employees for their contributions to the company's success.
- Align individual performance with corporate objectives by tying bonuses to specific company performance factors and KPIs.
- Ensure fairness in bonus distribution by basing rewards on measurable performance metrics.
- Motivate employees to maintain high levels of performance and engagement.

4.3. Policy Guidelines

Bonuses are distributed based on a combination of three key eligibility factors: employee tenure, employee end-of-year performance, reflecting individual contributions and achievements; and company performance, which aligns rewards with the organization's overall financial and operational success.

4.4. Procedure

- HR distributes the Annual Business Review (Appendix 1) and the CPF Agreement Template (Appendix 2) to all subsidiaries, sub-subsidiaries, and functional heads for reference and compliance by October 1st of every year.
- Head of Functions collaborate with the ExCom complete their respective entity's Annual Business Review to develop the Corporate Performance Factor (CPF) targets for their respective entity which shall be aligned with strategic objectives and submit it by mid-November, at the latest.
- ExCom review alignment with group-level KPIs and CFO validates & ensure financial targets are realistic yet challenging.
- ExCom submits the finalized targets to the Board of Directors (BOD) for approval by the end of January, at the latest.
- HR announce approved CPF targets to all relevant stakeholders, including subsidiaries and sub-subsidiaries, to ensure clarity.
- Line managers cascade the CPF Targets and set individual performance goals and KPIs for employees at the beginning of the fiscal year.
- Line managers complete annual performance appraisals and assign PRP ratings (Outstanding, Exceeds Expectations, Meets Expectations, etc.) for their employees.
- The Talent Management Team ensures consistency and fairness across appraisals.
- Heads of subsidiaries submit CPF actual performance results for verification, along with supporting proof documentation, by the first week of January.
- ExCom reviews and confirms accuracy of CPF outcomes for each subsidiary and sub-subsidiary.
- Head of Finance confirms that the CPF of each subsidiary and sub-subsidiary meets or exceeds the 0.8 threshold.
- BOD provides final approval of CPF achievement results.
- HR confirms employee tenure based on service records to ensure compliance with eligibility criteria (e.g., one year of continuous service);
- Head of HR and Finance prepare the Bonus Allocation Pool Report (Appendix 4) and submit the finalized bonus payout proposal to the BOD for final approval, by mid of January.
- HR communicates bonus outcomes to employees via official email or internal portal, including details of CPF and PRP contributions.
- Finance processes approved bonus payments before end of Q1.
- Upon approval, the Compensation and Benefits Team processes bonus payments and generates a bonus slip for each employee, which details the calculation of their bonuses.

For more details regarding this policy please contact HR hr@qatariinvestors.com