

POLICIES AND PROCEDURES

SUBJECT: [Employee Incentive Program](#)

ACKNOWLEDGEMENT: _____

POLICY

Invictus Associates provides employee recognition programs, including lump-sum bonuses, on the spot bonuses, incentive bonuses, award fee sharing bonus, innovation awards, safety awards, non-monetary awards, etc. to effectively motivate and retain valued employees who provide exemplary performance or meet specified targets.

Some examples include, but are not limited to, the following;

Lump sum and On-the spot Bonus	A lump-sum or on-the-spot bonus to recognize a specific achievement, cost-savings, and outstanding performance. These bonuses can be paid throughout the year or annually.
Innovation Award	An award for innovation benefiting a particular program or Invictus Associates.
Award Fee Sharing Bonus	A bonus based on the meeting or exceeding a contractually, pre-determined minimum performance evaluation score on a specific contract that authorizes the payment of award fee. Invictus's overall performance is evaluated based upon critical job factors, contract technical performance, schedule performance, cost performance, and customer satisfaction. Invictus may share a portion of the award fee with employees working on the contract, which rewards employees in proportion to contract success.
Non-Monetary Awards	Nonmonetary rewards can take the form of recognition awards, career development opportunities, and training programs and conferences.
Referral Bonus	A bonus based upon an Invictus Associates employee referring of a candidate who is hired by Invictus Associates. Payment is after the hired candidate has been working on the job for 90 days. Managers are not eligible for this bonus.
Incentive Bonus	An incentive bonus paid monthly, quarterly, and/or annually to motivate and reward key employees for accomplishing individual performance goals established in accordance with the business targets of the organization and Invictus Associates.

PURPOSE

These programs are intended to reward employees whose achievements have resulted in a particular benefit to Invictus Associates. The Employee Incentive Program, along with the overall Compensation Program, is intended to assist in attracting, retaining, and motivating employees and recognizing overall program performance and each employee's contribution, while, at the same time, achieving Invictus's business plans and strategies.

PROCEDURES

All bonus award recipients must meet the following criteria, in addition to any award specific criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job.
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achievement.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, and team leadership.
- The employee must be an employee of Invictus Associates at the time the bonus or award is issued.

All bonuses are issued at the sole discretion of Invictus Associates owners and are dependent on the nature and complexity of the accomplishment, current market conditions and operational results, and the availability of Invictus' funding. Managers should clearly communicate the specific outstanding achievements that led to the award nomination.

EXCEPTIONS

Exceptions to this policy require approval of the CEO.



Michelle Callan, President & CEO