

# Compensation and Benefits Policy

## Salary and Bonuses

At Acuiti Labs, we recognize the importance of fair and competitive compensation in attracting and retaining top talent. Our compensation structure includes a base salary, performance-based bonuses, and other financial incentives.



### Key Details:

- Base Salary:** The base salary is determined based on the employee’s role, experience, qualifications, and market benchmarks. It is reviewed periodically to ensure competitiveness.
- Performance Bonuses:** Employees may be eligible for performance-based bonuses that are linked to individual, team, and company performance. Bonus amounts and criteria are outlined in the employee’s contract, performance agreement, or offer letter (as applicable). Employees must remain employed by Acuiti Labs at the time a payment under this program is due to be paid.
- Incentives:** Additional incentives may be offered for achieving specific targets or exceptional performance. These incentives are designed to reward and motivate employees. Employees must remain employed by Acuiti Labs at the time a payment under this program is due to be paid.

### Salary Reviews:

- Annual Review:** Salaries are reviewed annually as part of the performance review process. Adjustments are made based on performance, market trends, and company profitability.
- Promotion:** Salary adjustments may also occur when an employee is promoted to a higher role with increased responsibilities.

## Payroll Schedule

Acuiti Labs ensures timely and accurate payment of salaries and other compensation.

Our payroll schedule is designed to provide consistency and reliability for all employees.

### Key Details:

- **Pay Period:** Salaries are disbursed on a monthly basis, save for the US, where these are bi-weekly.
- **Pay Date:** The standard pay date is the last working day of each month (or every other Friday in the US). If the pay date falls on a public holiday or weekend, salaries will be credited on the preceding working day.
- **Deductions:** Country- specific deductions are confirmed in the relevant country addendums.

## Payroll Queries

- **Contact HR:** Employees with payroll-related queries or concerns should contact the HR department for assistance. The HR team is available to address any discrepancies or provide clarification on payroll matters.

## Performance Reviews and Salary Adjustments

Performance reviews at Acuiti Labs are integral to our commitment to employee development and organizational success. They provide an opportunity to evaluate achievements, set goals, and discuss career progression.

### Key Details:

- **Review Cycle:** Performance reviews are conducted annually, with a mid-year review to assess progress and provide feedback.
- **Criteria:** Evaluations are based on individual performance, achievement of goals, competencies, and contributions to team and company objectives.
- **Feedback:** The review process includes self-assessment, peer feedback, and supervisor evaluation. Constructive feedback is provided to support continuous improvement.

### **Salary Adjustments:**

- **Merit Increases:** Based on performance review outcomes, employees may receive merit-based salary increases. These adjustments reflect individual contributions and performance.
- **Promotions:** Employees promoted to higher roles may receive salary adjustments commensurate with their new responsibilities and market standards.

### **Development Plans:**

- **Career Growth:** Performance reviews include discussions on career aspirations and development plans. Employees are encouraged to pursue training and development opportunities to advance their careers.