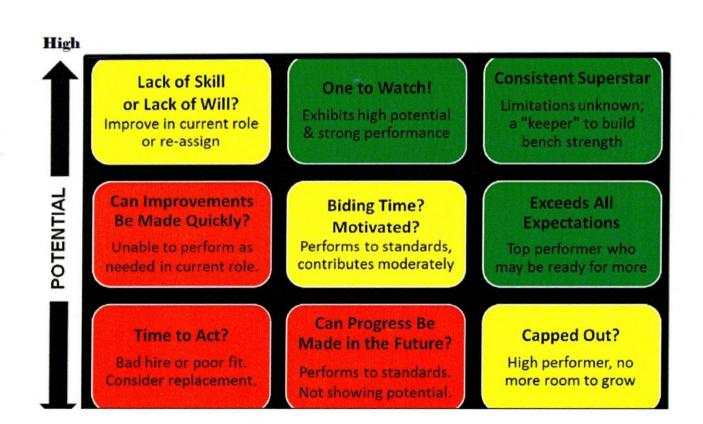
Increment Policy

An employee's good performance should gain a Salary Increment to balance Surgi Tech employees' expectations and performance; we use the PMS. system to measure performance. Periodic salary increments depend on several circumstances beyond the employee, organizational policy, and the company's overall performance.

N.B Salary Increments are expressed as a percentage of an employee's base salary.

How do we calculate salary increment:

- 1. We discuss with the finance department about salary increase percent, in the shadow of company performance, and budget as well.
- 2. Employees evaluated via PMS on the Odoo system, from his direct and indirect managers via his KPIs, core competencies, and functional competencies.
- 3. Also use 9 boxes approach to give more indication to measure staff potentiality and promotion.



- 4. Box Consistent Superstar, One watch is eligible for promotion
- 5.
- 6. HR Manager holds a session with each department manager and his key staff, to discuss and recommend the increment for each one in his department and the staff promotions.
- 7. HR Manager raises recommendations to GM to discuss it.
- 8. Final increment and promotions approval is subject to GM concurrence.

Surgi Tech offers Annual Increments to their employees based on their skills, performance, potential, and more.

HR Manager