

### 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

A handwritten signature in blue ink, consisting of a stylized 'H' followed by a long diagonal stroke.