

Overseas Commission and Bonus Rules - 1st April 2017

1. Alexandre commission structure

1.1 Made to Measure Sales

Made to measure sales commission will be paid based on the Grade of Cloth selected, as detailed below:-

All Merchant Cloths	
Dormeuil	1%
Holland & Sherry	1%
Brook Taverner Kaleidoscope	1%
Dugdale	1%
Huddersfield Fine Worsteds	1%
BMB House Cloths	
AL I	4%
AL II	4%
AL III	4%
AL IV	4%
VIP Promotional Cloths *	10%
Shirts	
All Cloths	2.5%

Upon placement of the order through OASys, before the order is validated and sent to Goole, you will be asked to select the name of the employee who placed the order. Once selected this cannot be changed.

All commissions i.e. deposit and balance will be paid to the employee who's name appears against the order regardless of who balances the order.

All claims are automatically generated through OASys.

For AAFES stores the claim is based on the full deposit amount taken (minimum 100%). For stores other than AAFES the first claim is made on the deposit (minimum 30%) and the second claim is on the balance on final payment .

Claims are paid one month in arrears, payment periods will be published on an annual basis.

Should any employee be absent for more than 8 consecutive weeks, they will cease to earn made to measure commission.

1.2 Ready to Wear Sales

The ready-to-wear commission is 1% of the weekly cash takings on ready to wear products only (less refunds). Commission can ONLY be claimed on sales taken by employees when they are clocked into the store on the OASys system. Commission will not be paid during periods of annual leave, days off, sickness or absence.

In order to claim commission, all employees have to be clocked in and out within the same day, failure to clock in or to clock out will result in commission not being paid.

For the days where the stores are unstaffed, all sales should be recorded as unstaffed and the sales should not be placed against an employee.

Refunds should always be posted against the employee who sold the garment. Refunds should only be posted against Unstaffed if the original sale was posted against Unstaffed.

Commission is automatically calculated by OASys.

1.3 Outside Sales

The outside sales commission is 10% of any made to measure sales that are generated off base in any state in which Alexandre is registered.

Head Office must be contacted to arrange this before orders are released into work. Failure to do this will result in the regular MTM commission being paid.

2. Annual Overseas Bonus scheme

Once a Branch achieves 101% of its target for the financial year, the Manager will qualify for a \$625 bonus payment (or equivalent). The following conditions will apply:

- The annual scheme will be based on targets achieved between the 1st February and 31st January each year.
- Bonuses will be paid with salaries in the April following the 31st January financial year end.
- Bonus will be paid to those working the full 52 weeks. Appropriate pro-rata payment will be arranged for employees joining part way through the bonus period, however employees need a minimum of 26 weeks service within their base store by the end of the bonus period to qualify (31st January).
- Assistant Managers will qualify for a \$325 bonus payment if their base store achieves 101% of target in the financial year.
- Managers with multiple sites will have to achieve 101% of the combined targets of all of the Branches under their control.

3. Commission and bonus scheme rules

Claiming of commission in contravention of the rules is classified as Gross Misconduct by the company and will result in serious disciplinary action being taken.

Commissions will be calculated and paid from the OASys system on a monthly basis, one month in arrears.

Detailed below are circumstances that could result in commission payments being withheld and disciplinary action being taken:

- Falsification of hours of work on Oasys or overtime claim forms.
- For failing to accurately complete and return your branch paperwork, to the appropriate areas and in the time frames requested.
- For failing to submit a sales invoice to the host store for payment within the agreed timeframe ie 7 days following the week end date
- For failing to carry out instructions and requests in relation to business requirements from your Area Manager or Head Office Departments.
- For failing to carry out stock counts on the product within your branch on a minimum twice daily basis.
- For mismatching 'nested' suits, or selling garments at reduced prices without prior permission from your Area Manager or Head Office.
- Insufficient made to measure deposit taken with initial order.
- Any employee leaving or working their notice at the April payroll will not be entitled to a payment

In all the above circumstances the company has the right to withhold up to the full amount of commission / bonus payments accrued. In addition, the company has the right to withdraw any employee from the commission scheme for a specified period.

THE COMMISSION AND BONUS SCHEMES ARE NOT A TERM AND CONDITION OF EMPLOYMENT AND CAN BE AMENDED AND OR WITHDRAWN BY THE COMPANY AT ANY TIME.

USA & EUROPE
COMMISSION
PERIODS 2017

<u>PAY MONTH</u>	<u>WEEKS PAYABLE</u>
-	-
JANUARY	44,45,46,47,48
FEBRUARY	49,50,51,52,
MARCH	1,2,3,4
APRIL	5,6,7,8
MAY	9,10,11,12,13
JUNE	14,15,16,17
JULY	18,19,20,21
AUGUST	22,23,24,25,26
SEPTEMBER	27,28,29,30
OCTOBER	31,32,33,34
NOVEMBER	35,36,37,38,39
DECEMBER	40,41,42,43
JANUARY 2018	44,45,46,47,48
FEBRUARY 2018	49,50,51,52,