



ALEXANDRE

• L O N D O N •

BONUS SCHEME – STARTS 6TH MAY 2018



DO YOU WANT A SHARE OF \$46,000
TO BE PAID INTO YOUR SALARY EVERY
THREE MONTHS ??

WE ARE GIVING YOU THE OPPORTUNITY TO
EARN EXTRA \$\$\$'S STARTING 6TH MAY 2018

HOW DO YOU QUALIFY ?

- The current bonus scheme pays \$625 per person at year end (week 52) for every branch that reaches 101% of combined target (RM & MTM). We are increasing that amount from May 6th to \$2000 per year.
- The 2018 bonus plan allows you to earn a portion of the NEW annual \$2000 bonus scheme payable every three months
- The 2018 scheme is applicable from 6th May 2018 and will run from Quarter 2 to Quarter 4 during the year 2018
 - Quarter 2 = Week 14 to Week 26 (6 May to 4 August 18)
 - Quarter 3 = Week 27 to Week 39 (5 August to 3 November 18)
 - Quarter 4 = Week 40 to Week 52 (4 November to 2 February 19)
- To qualify for the payment your store will achieve the following increase on target
 - 101% to 104.9% = \$250
 - 105% to 109.9% = \$375
 - 110% + = \$500
- Bonus payments will be made with salaries one month in arrears and therefore payments will be made as follows:-
 - Quarter 2 – September 18
 - Quarter 3 – December 18
 - Quarter 4 – March 19
- Assistant / Relief Manager's will qualify for the bonus payment based on their personal targets which will be set annually
- Bonus payments will be forfeited if the following rules are not adhered to
 - Weekly Sales to be reconciled by the following dates
 - Q2 Friday 10th August 2018
 - Q3 Friday 9th November 2018
 - Q4 Friday 8th February 2019
 - All refunds to be entered onto OASys on a weekly basis
 - RDN numbers to be entered onto OASys and invoices paid before the end of the month shown above

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 time frame 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 will forfeit any outstanding bonus payments
- Employees must be employed for the full 3 months period to qualify for the bonus 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.

1st May 2018