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**PURPOSE**

To provide clear guidelines to all the employees across OEC in terms of KRA's / Variable payout.

**SCOPE**

All employees of the company; Refer to the Appointment Letter for KRAs / Variable amount if applicable.

**REFERENCE**

HR-Human Resources

**RESPONSIBILITY**

Reporting Manager-Recommendation / Approval

HR- Initiate the Process.

**Applicability**

Asst. Manager / Executive – Business / Department Call

Applicable for all Managers and above positions

It is also applicable for the employee whose CTC is 30,000 and above per month

**Eligibility**

Support Functions - 15% Variable pay or KRA pay of CTC

Sales Employees - 20% Variable pay or KRA pay of CTC

**Performance Evaluation Period for KRA/Variable payout**

April to September

October to March

**Rules & Guidelines**

- a. KRA / Variable pay is completely linked with the performance of individuals.
- b. KRA will be paid only on agreed measurable deliverables.
- c. New joinees in sales department will get a gestation period of 3 months on core competency (60% weightage) at the time of performance evaluation for KRA/Variable payout but for support functions, gestation period is not applicable.

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- d. If any employee joins after 31<sup>st</sup> July or 31<sup>st</sup> January, their KRA/Variable pay shall be carry forward for next cycle for the payment.
- e. If KRA exceeds 100% limit, will need approval from board.
- f. If employee resigned on or before 3 months from the date of joining, he/she will not be applicable for any KRA/Variable pay.
- g. Employees will not be applicable for any KRA/Variable payout in terms of termination from the services or in asked to resign cases.

**Effective Date:**

This policy will be effective from 1st April 2015.

**Violation:**

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

**Policy Owner:**

HR would be responsible for maintaining and carrying out subsequent modifications.

**Revision of Policy:**

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

Rating	Matrix for KRA's Payment		
1	Unacceptable	1	No pay
2	Need improvements	2	No pay
3	Satisfactory	2.5-2.9	40%
4	Satisfactory	3-3.5	60%
5	Good	3.6-3.9	75%
6	Good	4-4.5	85%
7	Excellent	4.6-4.9	95%
8	Excellent	5	100%
9	Extraordinary	100 and 100 +	120%