



Employee Anniversary Bonus Program

I. Purpose

The Anniversary Bonus Program is designed to reward employees for their loyalty and long-term commitment to the company. By offering bonuses at anniversary milestones, we aim to recognize the hard work and dedication that employees contribute over time, while also enhancing employee retention and satisfaction.

This program serves several purposes:

- Recognizing employee milestones and showing appreciation for their contributions.
- Increasing employee retention by reinforcing the value of long-term employment.
- Promoting company loyalty and building a culture of appreciation.
- Encouraging continued performance excellence by tying bonuses to tenure and commitment.

II. Eligibility

The Anniversary Bonus Program applies to all employees who have completed at least 1 year of continuous employment with the company. Key eligibility points include:

- Employees must have completed the required number of years of service before the bonus is paid.
- Employees must be employed with the company at the time of the anniversary and the bonus payout.
- Employees on a performance improvement plan or in violation of company policies may be excluded from receiving the bonus.
- Contractors, and temporary staff may be excluded unless otherwise specified.
- Part-Time Employees will receive adjusted bonuses based on the amount of hours worked.



III. Bonus Structure and Milestones

The Anniversary Bonus will be based on the employee's length of service with the company, with specific amounts tied to milestone anniversaries. Below is a suggested bonus structure:

- 1-Year Anniversary: Bonus Amount: \$100
- 3-Year Anniversary: Bonus Amount: \$500
- 5-Year Anniversary: Bonus Amount: \$750
- 7-Year Anniversary: Bonus Amount: \$1,000
- 10-Year Anniversary: Bonus Amount: \$1,500
- 15-Year Anniversary: Bonus Amount: \$2,000

IV. Bonus Payment

The bonus will be paid annually on the employee's anniversary date, based on the milestone they've reached.

Bonus Payment Timeline: The bonus will be paid out within 1 month after the employee's anniversary date.

V. Performance-Based Adjustments

While the program is centered on tenure, it's important to tie some level of performance to the anniversary bonus as well. Please note the following:

- Employees on a Performance Improvement Plan or are performing at a sub-standard level may be excluded from the bonus.

VI. Communication and Transparency

The Anniversary Bonus Program will be communicated to all employees as part of the company's annual benefits and compensation review. Key communication points include:

Clear documentation explaining the bonus structure and eligibility in the employee handbook.

Regular reminders in company communications (e.g., email, company newsletters) to ensure employees are aware of the upcoming milestones and bonuses.

A formal announcement from leadership to celebrate employees who reach significant milestones.