



The First Choice Employee Profit Bonus Plan

Reinvesting in the Company starts with our Employees. The President of First Choice will determine the level of profitability expected during a calendar year and decide on that basis if the Company will be fortunate enough to share profits with their most important assets; **YOU**, the Employees of the Company.

Who? Full-time, regular employees **on active status and on FCE payroll on the date of payment**. If you are on an approved leave of any kind, the Company may not pay your bonus until you return from leave.

When? Generally, a Profit Bonus will be paid during the final two weeks of the year unless it is not logistically possible, then it may be paid in early January. Supplemental Bonus Taxation will apply.

What is the construct of the plan? Based on the determination of profit level for the calendar period, at the sole discretion of the ownership of FCE, a profit bonus payment may be determined.

How is my Profit Bonus determined? The payment formula is simple. Bonuses are determined in increments of your base pay. The Company may award one-half of a weeks' pay (20 hours), three quarters of a weeks' pay (30 hours), or one weeks' pay (40 hours). The current maximum payment is one week's base pay but may be changed at the discretion of the President of First Choice. Employees hired during the year will receive a **prorated bonus**.

The minimum bonus payment for 1 week profit sharing is \$25.00 gross before taxes. If less than 1 week profit-sharing, minimum payments amount will be determined accordingly.

See proration example below.

What else? Payment to employees is discretionary and may not be paid to anyone whose **performance is rated below expectation** for overall performance **or has demonstrated inconsistent performance** impacting negatively on the profit of the Company.. Employees granted any personal leave during the calendar period will receive a prorated bonus considering time away from the job and not contributing to the Companies profitability in the same consistent manner as the other employees.

Attendance & Breaks in Service: Poor or inconsistent attendance infers lack of dependability. When you are not reliable or dependable, the team needs to pick up your work; that is unfair and leads to scheduling and workload imbalance. **Poor or inconsistent attendance will reduce your share of the bonus depending on severity. Breaks in service also result in a proration. Absences of 6 months** or more within the calendar period will negate payment during the profit-sharing period.

Overall: Finally, it is the intention of the Company to continue this program for the welfare of its employees, however it may be changed or discontinued at any time for any reason without notice. Questions or decisions on the final payment are managed by Human Resources.

Proration for Part-Year Employees:

Hire Date in <i>Current Year</i>	Credited Service	Proration of Profit-Sharing Bonus
January Hires through 1/31	12 months	100% of payment, No proration
February 1 – February 15	11 months	92% of payment
February 16 – March 15	10 months	83% of payment
March 16 – April 15	9 months	75% of payment
April 16 – May 15	8 months	67% of payment
May 16 – June 15	7 months	58% of payment
June 16 – July 15	6 months	50% of payment
July 16 – August 15	5 months	42% of payment
August 16 – September 15	4 months	33% of payment
September 16 – October 15	3 months	25% of payment
October 16 – November 15	2 months	17% of payment
November 16 – December 24 th	1 month	8% of payment
Hires after Pay Date	0 Credit	No Bonus awarded

Revised: December 2024; clarifications within the “What else” section, including proration for poor attendance. For 2025, those employees who negatively impacted profits directly or indirectly will receive an additional proration – Introduction of a performance metric in the calculation.