

Compensation and Benefits

ABC Inc. provides employees with a competitive, sustainable compensation and benefits program. The program includes, but is not limited to:

- Base pay
- Overtime pay
- Bonuses and other variable compensation that may be paid from time-to-time
- Group insurance program
- Group RSP, complete with contribution-matching
- Professional membership dues reimbursement
- Paid vacation or paid time off
- Education reimbursement program

Program Considerations

ABC Inc.'s compensation and benefits program is set taking into consideration (1) external competitiveness with the labour market and (2) internal consistency.

No aspect of ABC Inc. compensation is based on any protected personal characteristics of employees.

Base Pay

An employee's base pay is agreed to by ABC Inc. and the employee at the time of hire. An employee's base rate of pay may change over time through merit increases, market adjustments, or promotional increases.

Overtime Pay

Overtime is paid at 1.5 times the regular hourly rate, calculated any day after 8 hours and any week after 40 regular hours.

Paid overtime must have prior approval from the employee's immediate supervisor, or the payment may not be granted. If in doubt, the employees are to get overtime approval from their manager.

If the total of an employee's hours of work are in excess of 8 hours on each work day (excluding lunch hours), or in excess of 40 hours in the work week, whichever is greater, overtime rates are paid at 1.5 times their regular rate unless agreed otherwise by the employee and employer.

Statutory Holidays

Employees asked to work all, or part, of a statutory holiday receives 8 hours of "regular pay" and, in addition, the employee is paid at 1.5 times their regular rate for any hours worked on the statutory holiday.

Bonuses

Bonuses and other variable compensation programs are intended to encourage and reward performance that advances the success of ABC Inc.

All aspects of bonus programs are provided at the sole discretion of ABC Inc., including eligibility, payment calculations and amounts, start and stop dates, notice periods, and so on.

ABC Inc. reserves the right to implement, modify, and cancel bonus programs as it sees fit in its sole discretion.

Vacation Administration

ABC Inc. recognizes the importance of personal time off for its employees, and as such, employees are encouraged to use their unpaid vacation time for rest, relaxation, and personal pursuits.

All employees are entitled to vacation pay according to position within ABC Inc. and years of continual employment, as follows:

Non-supervisory Employees

Upon Hire	1+ Years	3+ Years	5+Years
4%	5%	6%	8%

Managers

Upon Hire	1+ Years	3+ Years	5+Years
6%	7%	8%	10%

Executives

Upon Hire	1+ Years	3+ Years	5+Years
8%	9%	10%	12%

In the event that a person currently receives a vacation pay of a greater amount than their current full-time position entitles them to, based on previous leave allotments, the employee will continue to receive the greater amount.

Anniversary Dates

The date upon which an employee commences employment is known as the Employee's Anniversary Date. This Anniversary Date will be the start of the Employee's vacation year. Vacation pay is paid out each pay period.

Vacation Entitlements

Full-Time employees are entitled to three (3) weeks of unpaid Vacation Time during each year, after one (1) year of employment.

Employees must take at least the minimum required vacation as set out in the Employment Standards Code each year, or three (3) weeks, whichever is less. Salaried employees must take their Vacation Time within the year it accrues, and unused Vacation Time cannot be accumulated from year to year. The 'year' is considered April 1 to March 31. Non-salaried employees are encouraged to take their entitled vacation when possible.

Time off accruals and requests are accessible through the Avanti Web Time Off feature.