

**OFFICIAL ANNOUNCEMENT**

**Sales Incentive Policy - Year 2026**

**Department:** Projects Department

**Date:** 01/01/2026

**Effective Period:** 01 January 2026 – 31 December 2026

**Issued By:** Chief Human Resources Officer

**Introduction**

This Sales Incentive Policy is designed to reward employees for achieving individual sales targets while supporting overall business growth. The policy encourages not only retention and growth of existing customers but also acquisition of new customers. By differentiating incentives for Old Clients and New Clients, the company recognizes the strategic importance of both revenue stability and expansion.

The policy is transparent, performance-based, and ensures fair reward for effort and results.

**Incentive Structure Overview**

The total incentive is derived from individual performance, which may include:

- Overall Individual Sales Target
- Split between Old Clients and New Clients
- Applicable slab-based payout mechanisms

**1. Individual Target & Incentive Split – Example**

Overall Individual Target

Description	Value
Individual sales target	8,000,000
Maximum individual incentive (100%)	40,000

**Client Category Split – Example**

**2. Incentive Slab Mechanism (90% of the sales target)**

Old Clients Incentive Slabs

Slab	Achievement Level	Incentive Payable
A	Below 100%	0.00%
B	If 100 % to 104.99%	100%
C	If 105% to 150%	Pro – rata
D	Maximum Cap	150%





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### New Clients Incentive Slabs (10% of the sales target)

Slab	Achievement Level	Incentive Payable
A	Below 100%	0.00%
B	If 100 % to 104.99%	100%
C	If 105% to 150%	Pro – rata
D	Maximum Cap	150%

### Incentive Calculation Methodology

Achievement Percentage Formula

$$\text{Achievement \%} = (\text{Actual Sales} \div \text{Target Sales}) \times 100$$

Slabs are applied separately for Old Clients and New Clients.

### Old Clients Incentive Calculation (Example)

Description	Value
Old Clients Target	7,200,000
Actual Achievement	11,000,000
Achievement percentage	153%
Applicable Slab	Slab D

Calculation:

$$\text{Old Clients Incentive} = 54,000$$

### New Clients Incentive Calculation (Example)

Description	Value
New Clients Target	800,000
Actual Achievement	1,220,000
Achievement percentage	153%
Applicable Slab	Slab D

Calculation:

$$\text{New Clients Incentive} = 6,000$$

Total Individual Incentive Payable

COMPONENT	AMOUNT
OLD CLIENTS INCETIVE	54,000
NEW CLIENT INCENTIVE	6,000
FINAL INCENTIVE	60,000



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#### **4. Key Policy Rules**

- Old Client and New Client incentives are calculated independently
- Pro-rata incentives reward performance beyond target achievement
- Maximum payout is capped at 150% per incentive component
- Incentives are subject to verification and approval

#### **Definition of Old Client – Entity**

Old client means that the client has a purchase order history of at least one time.

#### **Definition of New Client – Entity**

New client means that the client has no purchase order or any transaction history in company official systems.

#### **Incentive Payment Policy (Yearly Basis)**

##### **Incentive Frequency**

Sales incentives shall be calculated and paid on a yearly basis for the 2026 calendar year.

Payment will be processed after:

- Completion of the financial year
- Final performance verification
- Management approval

#### **Incentive Eligibility Criteria**

Employees shall be entitled to incentive only when all of the following conditions are met:

- The sale has been successfully delivered to the customer
- The transaction has been fully invoiced and recorded in the company's system
- The payment has been received fully
- All related documentation is complete and approved
- There are no outstanding compliance, credit, or policy violations

#### **Delivery & Invoicing Conditions**

- Orders that are booked but not delivered will not be eligible for incentive.
- Orders that are delivered but not invoiced in the system will not be eligible.
- Any manual, provisional, or pending entries will not be considered.

#### **Returns, Cancellations & Adjustments**

- Any returned, cancelled, or reversed transactions will be deducted from incentive calculations.
- Post-payment adjustments may be made if discrepancies are identified.
- Incentive paid on invalid or reversed sales may be recovered in subsequent payouts.



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### **Employment Status Clause**

- Employees must be actively employed with the company at the time of incentive payout to be eligible.
- In cases of resignation or termination before the time of incentive payout, incentive eligibility will be cancelled and treated void.

### **Compliance & Ethical Sales**

- All sales must comply with:
  - Company policies and procedures
  - Ethical business practices
  - Legal and regulatory requirements
- Any breach may result in:
  - Disqualification from incentive
  - Disciplinary action

### **Management Rights**

Management reserves the right to:

- Verify, audit, and validate all sales data
- Modify incentive structures if required by business conditions
- Management reserves the right to approve or deny payouts once required.

### **Confidentiality & Data Integrity**

- Sales targets and incentive data are confidential.
- Any misuse or manipulation of data will result in disciplinary action.

### **Compliance & Accountability**

- All employees are expected to work diligently toward achieving their assigned targets.
- Managers will be held accountable for:
  - Effective target communication
  - Team performance
  - Providing continuous support and leadership

Non-compliance with this policy may result in corrective action as per company guidelines.





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### **Terms & Conditions**

All sales targets are confidential and intended for internal use only.

- Management reserves the right to:
  - Revise targets based on business needs or market conditions
  - Amend policies at any time with formal communication

Failure to meet targets will be reviewed as part of the performance management process.

Any disputes regarding target allocation or performance measurement must be raised through the official reporting channel.

The 2026 Sales Targets and Incentive Policy reflect the company's confidence in its teams and leadership. Success will be driven by clear targets, strong support, ethical practices, and consistent execution.

For clarifications, please contact the Human Resources Department

Sincerely yours,

Anwar Ghaida  
Chief Human Resources Officer