



TIVOLI GROUP

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OFFICIAL ANNOUNCEMENT

Sales Incentive Policy - Year 2026

Position: Showroom Manager

Date: 01/01/2026

Effective Period: 01 January 2026 – 31 December 2026

Issued By: Chief Human Resources Officer

Introduction

This policy defines the incentive structure for showroom Managers based on the achievement of assigned showroom sales targets. The purpose of this policy is to drive accountability, ensure consistent showroom performance, and reward results in a transparent and measurable manner.

Scope & Eligibility

- This policy applies to all showroom Managers assigned to a showroom. Incentives are payable subject to:
- Active employment during the Incentive year
- Achievement of showroom sales targets
- Compliance with company policies and ethical standards

Showroom Target & Incentive Amount – Example

DESCRIPTION	VALUE
SHOWROOM SALES TARGET	8,000,000
INCENTIVE PERIOD	Yearly
MAXIMUM INCENTIVE	60,000

Incentive Slab Structure: Incentives are calculated based on the percentage of showroom target achieved.

Slab	Achievement level	Incentive payable
A	If 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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Incentive Calculation Methodology – Example

Achievement Percentage Formula

- Achievement % = (Actual Showroom Sales ÷ Showroom Target) × 100
- The resulting percentage determines the applicable slab.

Pro-Rata Incentive Explanation

- If achievement exceeds 105%, the Incentive increases proportionately.
- Incentive payout is capped at 150% of the maximum incentive.

Example:

Description	Value
Individual target	8,000,000
Actual achievement	12,000,000
Achievement percentage	150%
Slab applied	Slab C (150%)

Calculation:

- Achievement is 150%
- As per Slab D rules, it is paid 150%
- Showroom Manager Incentive Payable = 60,000

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



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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.

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 commission 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.



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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.

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