

Date: 27/01/2026

Special Stock – Staff Bonus Policy

Issued By: Chief Human Resources Officer

Policy Type: Sales Incentive / Staff Bonus

Applies To: Eligible staff involved in selling old stock items

Effective Date: 01/01/2026

Purpose of the Policy

The purpose of this policy is to motivate staff to actively sell stock items by offering a structured bonus based on the achieved selling percentage relative to the Selling Price (SP) defined in the Master Special Stock document. This initiative aims to reduce aging inventory while rewarding performance in a fair, transparent, and controlled manner.

Scope of the Policy

This policy applies exclusively to:

1. Stock items listed in the Master Special Stock Sheet.
2. Inventory classified as Special Stock, defined as items manufactured or acquired in or before the year 2021, unless otherwise approved by management in writing.

This policy does not apply to any stock item dated after 2020 unless special written approval is obtained from management.

Definitions

1. Special Stock: Any stock item listed in the Master Special Stock Sheet and dated 2021 or earlier.
2. Selling Price (SP): The official selling price specified in the Master Special Stock document.
3. Selling Percentage: The final selling value expressed as a percentage of the Selling Price (SP).
4. Bonus: The incentive amount paid to eligible staff based on the achieved selling percentage.
5. Master Special Stock Sheet: The official internal document listing all eligible special stock items and their corresponding SP.

Eligibility Criteria

To qualify for the Special Stock Staff Bonus, all of the following conditions must be met:

1. The employee must be actively involved in the sale of the eligible old stock item.
2. The sold item must be listed in the Master Special Stock Sheet.
3. The stock item must be dated 2021 or earlier, unless a written exception is approved by management.
4. The sale must be completed and not returned within the defined return window of fourteen (14) days.
5. The buyer must not be the employee themselves or their relatives (directly or indirectly).

Note: Selling below 50% of SP require special management approval.

Bonus Calculation

1. The bonus is calculated on the final net selling amount only, excluding additional service costs.
2. Any discounts applied will directly affect the selling percentage and the applicable bonus tier.
3. The bonus percentage applies strictly to the eligible selling value and not to any additional services.

Exclusions

The following are excluded from bonus eligibility and calculation:

1. Repair costs, including upholstery, polishing, refurbishing, or structural repairs.
2. Reupholstery, customization, or modification charges.
3. Sales made to employees themselves or their relatives, directly or indirectly.
4. Items not listed in the Master Special Stock Sheet.
5. Sales of Special Stock are not considered part of the yearly sales target.





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Bonus Structure

Bonuses are calculated based on the achieved selling percentage as follows:

Selling Percentage	Bonus %	Approval Requirement
130% and above	20%	—
120% – 129%	10%	—
101% – 119%	5%	—
100% (SP as per Master Document)	2.50%	—
90% – 99%	2.25%	—
80% – 89%	2.00%	—
70% – 79%	1.80%	Line Manager approval required
60% – 69%	1.60%	Line Manager approval required
50% – 59%	1.30%	Line Manager approval required
Below 50%	1.00%	CEO approval required

Commission Payment Terms

1. Commission will be processed and granted fourteen (14) days after the sale date.
2. No returns, exchanges, or cancellations are accepted after fourteen (14) day period.
3. If a sale is returned or canceled within fourteen days, the bonus will be cancelled.
4. Bonuses will be paid through the approved internal payment method.

Verification & Responsibilities

- The Line Manager must verify that the items sold are from 2020 stock or earlier before submission to Finance.
- Sales Taker: Bilal Abu Haikal
- Sales Responsible: The assigned salesperson

Compliance and Monitoring

1. All sales and bonus payments will be reviewed by Finance team for accuracy and compliance.
2. Any manipulation of pricing, misrepresentation of selling values, or violation of this policy may result in:
 - Bonus cancellation
 - Disciplinary action
 - Further consequences as per company policy

Policy Amendments

Management reserves the right to amend, suspend, or terminate this policy at any time without prior notice. Any updates will be communicated formally and will supersede all previous versions.

Sincerely yours,

Anwar Ghaida
Chief Human Resources Officer