



POLICY: REWARD AND RECOGNITION

PURPOSE

The purpose of this document is to define the range of rewards and awards available to Fenix staff, be they employees or independent contractors. **This document is for internal use only.**

ACCOUNTS RECEIVABLE REWARD

Particular invoices as defined by Admin maybe recovered by Fenix staff and in so doing receive the following rewards:

Invoice Issued Date	Reward (% of Invoice Value (excl GST))
3 < Invoice < 6	5%
6 < Invoice < 12	10%
>12	50%

EMPLOYEE OF THE MONTH

This award is only available to employees and is only applicable once Fenix has at least two employees.

Each month a Fenix manager will nominate an employee as employee of the month. If the nomination is supported by another Fenix manager, the employee of the month shall receive a cash bonus or a gift voucher. A typical value for this award would be \$100.



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SALES BONUS

It is not the intention of this policy to reward the normal business practice of making sales of once-off, everyday jobs such as a vacate clean, a settlement clean, a presale clean, to name but a few. It is more about driving sales of regular cleaning jobs especially larger commercial jobs and sizable once-off deep cleans such as a deep clean of a large commercial complex with an invoice value exceeding a thousand dollars.

Best practice business procedure is to adequately reward excellence in the Sales process. In accordance with this practice Fenix offers its staff the following incentives.

Regular Cleaning

A once-off 100% of the Fenix share of a full monthly invoice ex. GST:

- Example 1 - a 1 times per week residential worth \$150 ex GST per service would pay a sales bonus of 1 times per week x 4 weeks per month x \$150 per service = \$600 per month ex GST x 25% Fenix share x 100% = \$150
- Example 2 - a 2 times per week deal worth \$500 ex GST per service would pay a sales bonus of 2 times per week x 4 weeks per month x \$500 per service = \$4,000 per month ex GST x 25% Fenix share x 100% = \$1,000

Large Once-off Cleaning

A once-off 15% of the Fenix share of the ex. GST job value:

- Example 1 - a deal worth \$5,000 ex GST would pay a sales bonus of \$5,000 by 25% Fenix share x 15% = \$187.50
- Example 2 - a deal worth \$25,000 ex GST would pay a sales bonus of \$25,000 by 25% Fenix share x 15% = \$937.50

STAFF FINDER REWARD

If a staff member finds a potential new staff member, the finder will receive a finder's fee of \$100 as soon as the new staff member:

- Completes the Staff Details Form, and,
- Signs the Independent Contractor Agreement or Employment Agreement, and,
- Completes of the first shift



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If a new staff member is still working with Fenix after three months and appears likely to continue to do so, the finder will receive an additional finder's fee of \$200 as soon as the new staff member:

- Completes three months of shifts
- Has satisfied all Fenix requirements

STAFF LEVELS

Refer to Information Document - Staff Levels Belt System

POLICY ENDORSEMENT

This policy and its intentions are agreed and endorsed by Fenix Management Team:

Colin Wilson

Date _____ Signed _____

Glen Wilson

Date _____ Signed _____