

COMMISSION SCHEME POLICY

This policy contains details of the **Company Name** ("the Company")'s Commission Scheme. We value the contribution you make to our business and believe you should be rewarded for good results and share in our success, this is why we choose to implement this Commission Scheme.

OPERATION

The Commission Scheme does not form a part of any employee's contractual rights. Payment of any commissions are at the discretion of the Company and will only be paid if all other aspects of your work at the Company are satisfactory. Commission payments may also be affected by the financial situation of the Company and whether you have given notice or been provided notice of termination of employment. The Company may amend or withdraw this Commission Scheme at any time.

DETAILS OF COMMISSION SCHEME [Amend as appropriate]

Employees will receive a guaranteed base salary, all employees will have their base salary guaranteed as a minimum.

Commission payments are only paid to Employees who are employed [and have not given or have been provided with notice of termination] by the Company at the time the commissions are paid, this is generally [insert details, such as "within four weeks of the end of each financial quarter"].

Commission payments are calculated on a [monthly / financial quarterly] commission period.

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Commission payments are not paid on a pro rata basis if an Employee works for only part of a commission period, employees need to be employed for the whole period to be eligible for a commission payment.

Commission payments are only paid on fees that have been paid by the client. If a fee has been made and invoiced during a commission period but not paid by the [4 week] 'cut-off' period from the date of the invoice, then the fee will not be included in that period's commission calculation. However, if the fee is subsequently paid, then the revenue from this fee will be added to that next period's overall revenue for commission calculations. Please note if the fee is never paid or credited you will not receive a commission payment on this fee.

Commission is only paid on the following types of sales that you are directly responsible for [insert details].

All commission payments are *inclusive* of superannuation. The current commission rates are provided in the table below:

Revenue per [quarter] \$	Commission rate %

Any revenue generated above \$[insert] per [quarter] will be capped at a commission rate of [insert] %.

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