

## IDS BONUS POLICY

As a reward to employees for their contribution to the financial health of the Institute, IDS offers all staff a bonus payment.

The bonus will be payable if IDS makes a surplus in excess of £50k and then 30% of the unrestricted surplus will be shared amongst all staff.

The bonus payment will be a uniform amount per person, not a percentage of salary. The amount will be agreed in the course of each year's budget discussions.

The bonus will be paid in full to full and part time employees who worked throughout the financial year in question without any break in service and who are in employment on the date the bonus is paid. The bonus will be paid pro rata for every complete month worked to those who did not work throughout the financial year in question but are in employment on the date the bonus is paid.

It will be paid in July or August following the approval of the audited accounts by the Board.

The bonus payment is for all staff, except those who are eligible to receive a payment under the Surplus Earnings Scheme.

### Version Revision

Issue Number	Date	Changes Made	Owner	Approved By	Date of next review
4	March 2024	Altered in line with pay & reward review	Jo O'Reilly	JJNC Dec 24	Dec 25
3	Nov 2019	Review date column added	Tina Gotts	Jo O'Reilly	Nov 2020
2	August 2013	Minor alterations in wording	Warren Dipper		
1	Nov 03	First Issue	Mike Ketchum	IDS Safety Group (incl. UNISON/AUT)	