



RTM Compensation and Pay Policy

Purpose

The purpose of this policy is to clarify the annual cost of living increase in order for Remote Team Members to understand eligibility.

General Information

A Remote Team Member (employee) will receive a 3% increase on their employment **anniversary date**. Pay increases will be effective during the next regularly scheduled payroll cycle. The anniversary date is the date they were hired as an employee with Instant Teams. If a Team Member is rehired into a new position within two months of their termination date, their original hire date will become their Seniority Date for purposes of the auto increase.

Eligibility

To be eligible for an annual or cost of living increase, an employee must be employed with a year of continuous service before the one-year anniversary.

Exceptions to this annual or cost of living pay increase include:

- Remote Team Members who have had a break in service will not be eligible for a cost of living increase related to the initial date of hire..
 - A break in service may include voluntary resignation, involuntary termination, and/or voluntary separation from the Company.
 - If after a break in service, an employee is rehired, the new hire date will be considered the new seniority date for purposes of a future auto increase.
- Remote Team Members who transition from hourly to salaried positions within the current year prior to the year anniversary will not be eligible for an additional cost of living increase.
- Remote Team Members who have transitioned to a higher paying position within an employment year will not be eligible for an additional cost of living increase.
- Remote Team Members who have received a pay rate increase within the current year prior to their anniversary will not be eligible for an additional cost of living increase.

Remote Team Members on a Performance Improvement Plan (PIP) at the time of their anniversary will have to wait to receive their increase until after successfully completing the PIP.

Procedures

People Operations will notify Internal Team members of the upcoming cost of living increase.

Enforcement

Performance Improvement Plan (PIP) must be provided with People Operations if Team Member is not eligible for a cost of living increase.