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ACIPP Rewards and Bonus Policy

Commission

Full time (40 hours/week) staff members of ACIPP West Africa receive 3% commission on revenue generated from any new contracts or grants that they are directly responsible for adding to ACIPP's portfolio. Employees are paid the commission rate within one week of when the payment for the project, grant, or training is received. The Executive Director and Director of Operations are exempt from commission rewards; the policy only applies to country-level coordinators and assistants. The Executive Director and the Director of Operations shall receive no extra commission for projects that they are directly responsible for adding to the ACIPP portfolio, as this is a key function of their responsibilities.

A **contract** is defined as a time-bound activity for which ACIPP may involve partners or may complete independently. Contracts may involve direct services delivered by ACIPP (trainings or consulting) or may involve indirect services facilitated by ACIPP (trainings of other organizations to carry out projects).

A **grant** is defined as a project or program for which ACIPP is awarded a sum of money to complete, with obligations to a donor or funder.

Rewards

ACIPP full time (40/week) staff members are evaluated based on Monthly Performance Objectives set by the Executive Director and the Director of Operations. Successfully meeting 70% of all objectives over a three (3) month period results in one (1) additional day of paid annual leave for the employee. Employees may earn up to four (4) additional days of paid annual leave annually through this rewards program.

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