

Extra (i.e. discretionary) bonus

A discretionary bonus may be awarded on an exceptional basis in recognition of outstanding performance or effort beyond the employee's normal duties. It is not guaranteed and is not conditional upon the completion of predefined tasks. It does not constitute a substitute for salary or any of its components.

An employee may receive a discretionary bonus no more than twice in a calendar year. The amount of each bonus may range from CZK 500 to CZK 10,000.

The employee's direct manager submits a duly justified request in the myFOX system. The request must be approved by the HR Business Partner and the requesting manager's direct supervisor.

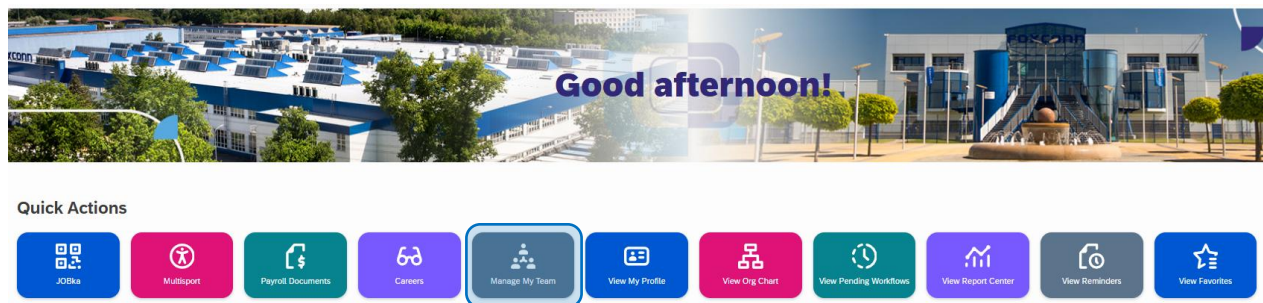
The effective date must be the first day of the month for which the bonus is awarded. A bonus for the current month may be entered into the system until the fifth calendar day of the following month. For example, a bonus for December, effective from 1 December, may be entered until 5 January.

The bonus may be communicated to the employee only after it has been approved by all designated approvers.

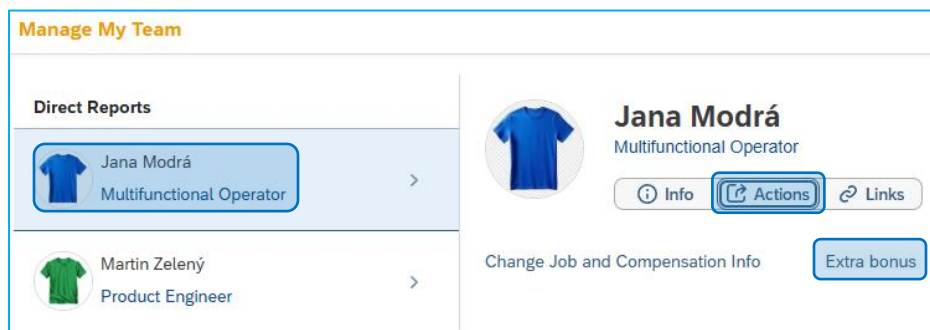
There are 2 options for entering in the system:

First option

On the home page, select the Manage My Team tile

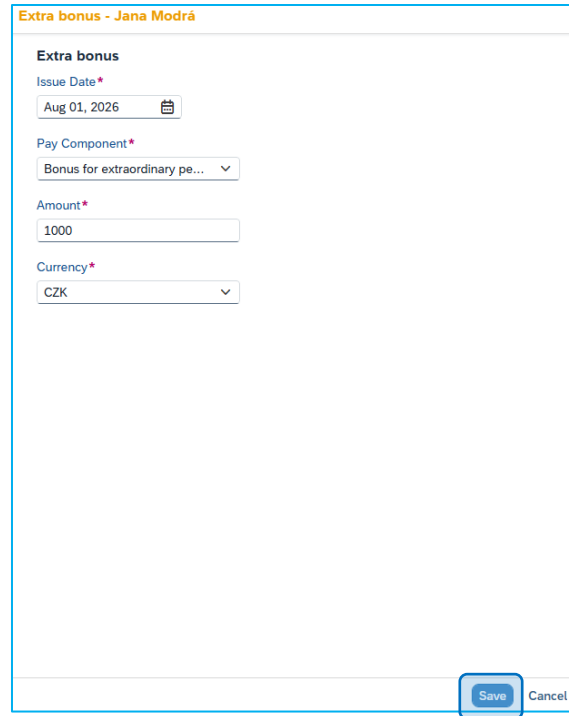


Select the direct report for whom you want to enter a bonus. Then select Actions and choose Extra Bonus.



A new window will open. Complete the required fields as follows, then select Save:

- Date – always enter the first date of relevant month
- Pay Component – select Bonus for extraordinary performance (2202)
- Amount – enter an amount between CZK 500 and CZK 10,000
- Currency – CZK will be populated automatically after you select the Pay Component

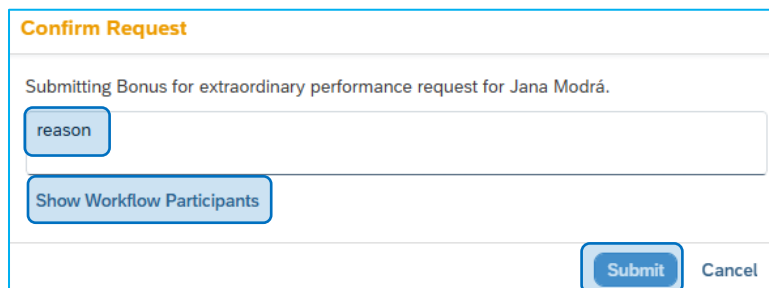


The screenshot shows a web form titled "Extra bonus - Jana Modrá". The form contains the following fields:

- Issue Date***: A date picker showing "Aug 01, 2026".
- Pay Component***: A dropdown menu with the selected option "Bonus for extraordinary pe...".
- Amount***: A text input field containing the value "1000".
- Currency***: A dropdown menu with the selected option "CZK".

At the bottom right of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a blue border.

When you confirm the request, the workflow is initiated. At this stage, provide a reason for the request and review the participants in the approval workflow. Select Submit to start the approval process.



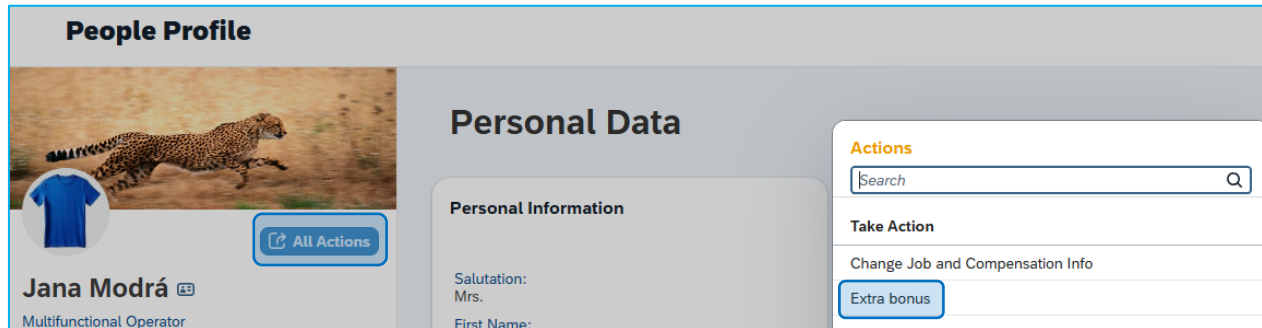
The screenshot shows a web form titled "Confirm Request". The form contains the following elements:

- A message: "Submitting Bonus for extraordinary performance request for Jana Modrá."
- A text input field with a placeholder label "reason".
- A button labeled "Show Workflow Participants".

At the bottom right of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a blue border.

Second option

On the direct report's profile, select All Actions, then choose Extra Bonus.



People Profile

Personal Data

Personal Information

Salutation: Mrs.
First Name:

Actions

Search

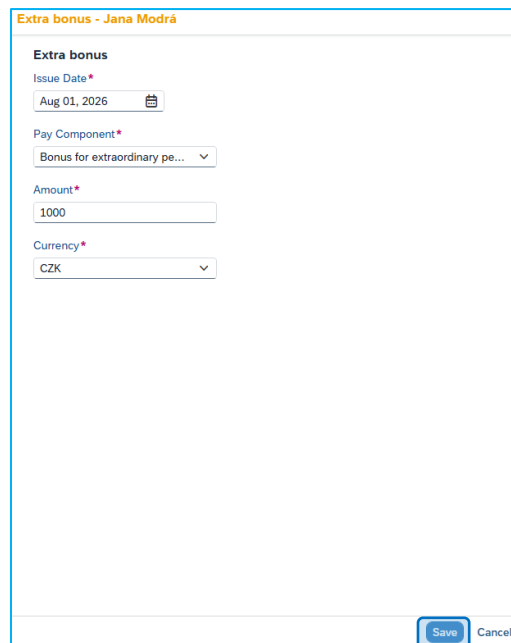
Take Action

Change Job and Compensation Info

Extra bonus

Complete the required fields as follows, then select Save:

- Date – always enter the first day of the relevant month
- Pay Component – select Bonus for Extraordinary Performance (2202)
- Amount – enter an amount between CZK 500 – CZK 10,000 CZK
- Currency – CZK will be populated automatically after you select the Pay Component



Extra bonus - Jana Modrá

Extra bonus

Issue Date *
Aug 01, 2026

Pay Component *
Bonus for extraordinary pe...

Amount *
1000

Currency *
CZK

Save Cancel

Provide a reason for the request, then select Submit to start the approval workflow.

Confirm Request

Submitting Bonus for extraordinary performance request for Jana Modrá.

reason

Show Workflow Participants

Submit

Cancel