



AMCAP HOME LOANS

SPOT BONUS AWARD PROGRAM

Purpose

The AmCap Spot Bonus Award Program is designed to reward performance that goes beyond expected or required productivity; exceptional contributions in the performance of a special project of significant importance; organizing or implementing improvement efficiencies, reducing cost, or increasing revenue; or assuming additional workload for a period of time.

Spot bonus payments are not entitlements nor should be considered automatic results of performing regular duties on a day-to-day basis.

All full-time and part-time employees up to the Director's level are eligible to receive spot bonus awards. Contractors and temporary employees, whether contracted by the company or through an agency, are not eligible to receive an award.

Eligibility Criteria

- Employee must be employed by AmCap for at least six continuous months to qualify for an award. Employee must also still be employed by the Company at the time the bonus payment is issued.
- At the time of bonus recommendation and payment, the employee may not be on any disciplinary action notices (including but not limited to written notices).
- The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise noticed, such as volunteering for extra assignments during critical times while fulfilling all the employee's ongoing work duties.
- The Spot Bonus Award should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance. Consistently exceptional performance should be addressed by means of a merit increase, an annual bonus, or promotion.

- The Spot Bonus Award is paid at \$500. All awards are considered taxable income and will be reflected on the employee's pay statement.

Recommendations and Approvals

- All employees can recommend a spot bonus awards for his or her peer up to the Director's level.
- A Spot Bonus Request Form is required to substantiate the spot bonus award. Additional documentation may be required to fulfill the criteria of substantiating the performance or project completion.
- Spot bonus award recommendations must be approved by the Culture Committee. The monetary reward will be included in the next scheduled pay cycle.

Termination of the Plan

The Committee may, at any time, amend, suspend, or terminate the Plan in whole or in part. All payments from this Plan shall be paid from general funds of the Company and no special or separate fund shall be established and no segregation of assets shall be made to assure payment of such amounts except expressly set forth in the Plan. The Plan is not intended to be subject to the Employee Retirement Income Security Act of 1974, as amended (ERISA).