

Group Performance Share 2022 Overview

GRADE A - C

Eligible for an award at a guide value, that is typically 5%

GRADE D-G

Manager determines level of award within guideline ranges set by grade.

Policy Adjustments (Automatic)

Automatic pro-rating for start date, leave date and reason, absence, change in hours, or change in grade (within same process and GPS plan)

Guide amount adjusted

Award budget and maximum amount adjusted

Manager Discretion

Can adjust up to 2x the guide amount to recognise **exceptional contribution** for anyone with more than 3 months service.
No downward adjustments for informal performance improvement plans

Manager Discretion

Can determine amounts within range, differentiating to reflect contribution, performance, behaviours, growth, salary and total compensation relative to peers.

Other Adjustments (Manual)

- Performance Improvement
 - Disciplinary
 - Temp to Perm
 - Grade protections
 - GPS plan changes
 - Grade C-D Promotions
 - Q4 starters (D-G only)
 - Resignations
- See pages 3 -5 for full details on these adjustments

Manager rationale given

Provides comments on reasons for any adjustments made

Manager rationale given

Must give comments for all GPS awards

Inclusion & Diversity

Consider the line manager **Race Education** training and **Trust & Fairness e-workout** when making reward decisions.

Your decisions need to be fair, with no bias based on any personal characteristics, such as age, gender, sexual orientation, gender reassignment, race, ethnicity, disability, marriage/civil partnership, pregnancy, religion, belief or working patterns.

Group Performance Outcome (Full Year Results)

Award amount may be adjusted to reflect Group performance

Changes in 2022

LLOYDS
BANKING GROUP



2022 NEW JOINERS

Eligible for consideration from their date of joining

A-C: automatically included with a pro-rated award (cannot be adjusted upwards for performance if joined after 3 Oct)

D-G: awards based on performance, so are typically appropriate for those with minimum 3 months service, but managers can make awards for people who have made an exceptional contribution.

RESIGNATIONS

Individuals who resign but are still employed on 31 Dec 2022 will be eligible for the cash element of their award paid in March (up to £2,000).

Any deferred element (including the payment in June) will still be forfeited.

MRTs and Executives are not eligible for any element of their award following resignation.



GRADE D-G POLICY ADJUSTMENTS

The budget, auto-fill amount and maximum award will be **automatically adjusted** to reflect policy principles for **starters, leavers, working hours, family leave, absence and change of grade** – so no need to calculate yourself any more.

Excludes C-D and G to Exec promotions which need to be manually calculated

Group Performance Share 2022 Principles

Applying Adjustments for Periods of Leave

SCENARIO	POLICY REQUIREMENT	APPLICATION
		A - G
LEAVE		
Family Leave: <ul style="list-style-type: none"> • Maternity Leave • Adoption Leave • Paternity Leave • Shared Parental Leave • Leave for Partners • Parental Leave – unpaid 	<p>Any award should be reduced to reflect time spent on leave where this is more than 28 days</p> <p>The 28 days applies from the start of family leave and only applies once where multiple periods of family leave are taken during the performance year</p> <p>Exceptions (i.e. excluded from absence totals):</p> <ul style="list-style-type: none"> • Keeping in Touch days and Shared Parental Leave in Touch Days 	<p style="text-align: center;">Automatic</p> <p>Automatically pro-rated in Workday (the budget & max pro-rated for D-G)</p> <p>Awards/ budgets have <i>not</i> been adjusted for Keeping in Touch days - manager to make appropriate adjustments</p>
Sickness Absence & Emergency Leave	<p>Any award should be reduced to reflect time spent on leave where this is more than 28 days</p> <p>Exceptions (i.e. excluded from absence totals):</p> <ul style="list-style-type: none"> • Pregnancy related illness • Disability Change Management Leave • Work Place Adjustment Leave 	<p>Automatically pro-rated in Workday (the budget & max pro-rated for D-G)</p> <p>If absence has not been correctly recorded in Workday, managers will need to adjust manually</p> <p>NB. Sickness & emergency leave will only display in the smart panel if the amount is over 28 days.; e.g. 22 days absence will display as 0 days, 36 days absence will show as 36 days)</p>
Other <ul style="list-style-type: none"> • Paid Compassionate Leave • Leave for Public Duties • Jury Service 		
UNPAID LEAVE		
<ul style="list-style-type: none"> • Compassionate Leave – unpaid • Sabbatical • Absent without leave 	<p>Awards should be reduced to reflect any period of unpaid leave, regardless of duration.</p>	<p style="text-align: center;">Automatic</p> <p>Budget/max and auto-filled award automatically pro-rated in Workday</p>

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Applying Adjustments for a Change in Circumstances

SCENARIO	POLICY REQUIREMENT	APPLICATION	
		A - C	D - G
CHANGE IN CIRCUMSTANCES			
New Starters 2022	*NEW* Eligible for an award from the date of joining.	Automatic Award automatically pro-rated in Workday. Award should not be adjusted upwards if individual joined after 3 October 22	Automatic Budget and max pro-rated in Workday Awards should usually only be made to those with 3 months service, unless contribution has been exceptional
Working Hours	Eligible for an award adjusted to reflect the periods of time on different working hours	Automatic Award automatically pro-rated in Workday.	Automatic Budget and max automatically pro-rated in Workday. C-D and G-X promotions to be adjusted manually .
Change ▪ Grade	People are eligible for an award adjusted to reflect the periods of time at the different grade		
Change ▪ Role ▪ Secondment ▪ Deputisation ▪ GPS Plan ▪ International Relocations	Eligible for an award adjusted to reflect the periods of time in the different circumstances	Manager to make appropriate adjustment/determine appropriate award	
Protections	Eligible for an award based on the GPS range for the protected grade for 12 months following appointment. (Protections policy) Eligibility should be applied pro-rata across performance years, e.g. protected E from 01/07/21 - 30/06/22. entitled to be considered for 6 months award at E range and 6 months at D range.	Award will reflect actual grade at year end Manager to adjust to reflect contribution, considering time eligible at Grade D+	Budget will reflect actual grade at year end. Manager to adjust to reflect contribution, considering time eligible at protected grade.
Temporary to Permanent	Eligible for an award from the date they joined as a temporary worker, provided they were in scope of the Agency Worker Regulations.	Managers will be advised of the additional amount to add for the period as a temporary worker and should adjust manually	
AGENCY WORKERS			
Agency Worker / Temporary individuals	Agency workers or contractors must be in scope of the Agency Worker Regulations i.e. employed via PAYE or via an umbrella company to be eligible. Paid via the Agency subject to Agency Terms & Conditions	Separate guidance will be provided to managers	

Group Performance Share 2022 Principles

Applying Adjustments for Performance Issues & Leavers

SCENARIO	POLICY REQUIREMENT	APPLICATION	
		A - C	D - G
PERFORMANCE			
Disciplinary	<p>Award must be reduced in line with the sanction by:</p> <ul style="list-style-type: none"> ▪ 50% for 6 month written warning ▪ 100% for 12 month written warning or final written warning <p>The reduction for a disciplinary sanction should be applied to the GPS award for the performance period in which the sanction commenced.</p> <p>If a disciplinary hearing outcome is pending, the award should be reduced to zero until the outcome is known. If the award is to be made at a later date then, it can be done through the corrections process.</p>	<p>Manager to make an adjustment for eligibility during performance period</p>	
Performance Improvement	Any award must be reduced by the number of days a person spends on a Formal Back to Your Best Action Plan		
Performance Adjustment for events, risk or conduct matters	Eligible for an award subject to the outcome of any Performance Adjustment conditions	<p>Mandatory</p> <p>Manager would be advised by Reward of the adjustment to make</p>	
ELIGIBLE LEAVERS			
<ul style="list-style-type: none"> ▪ Retirement (incl. ill health) ▪ Redundancy ▪ End of Fixed Term Contract ▪ TUPE ▪ Death in Service 	<p>Eligible to be considered for an award, pro-rated to leave date if worked for any part of 2022.</p>	<p>Automatic</p> <p>Award Automatically pro-rated in Workday</p>	<p>Automatic</p> <p>Budget and max automatically pro-rated In Workday.</p> <p>Awards typically appropriate for those with 3 months service unless contribution exceptional</p>
<p>Leaves after 31/12 2022</p> <ul style="list-style-type: none"> ▪ Resignation ▪ Career Break ▪ Mutual Agreement 	<p>Eligible for an award up to £2,000 payable in March 2023, if employed on 31 December 2022.</p> <p>Any amount over £2,000 (the deferred award) will be forfeited if the individual gives notice or leaves before the vesting date (usually mid June).</p> <p>A full list of eligible/ineligible leaver reasons can be found on page 6. Please note this eligibility applies only to GPS.</p> <p><i>MRTs and Executives are not eligible for any element of their award following resignation.</i></p>	<p>Automatic</p> <p>No action required, award reduced centrally if over £2,000</p>	<p>Manager to determine award up to a maximum of £2,000</p>
INELIGIBLE LEAVERS			
<p>Leaves before 31/12/2022:</p> <ul style="list-style-type: none"> ▪ Resignation ▪ Career Break ▪ Termination by Mutual Agreement <p>Leaves at any time:</p> <ul style="list-style-type: none"> ▪ Dismissal 	<p>Ineligible for an award if exited before 31/12/2022 due to resignation, career break or mutual agreement.</p> <p>Ineligible for any award or deferred award if they are dismissed (at any time).</p>	<p>If the leaver information is entered in Workday the individual will be automatically excluded.</p> <p>Otherwise manager to adjust to zero.</p>	

Group Performance Share 2022 Principles

Ineligible Leavers - GPS treatment

Workday Reason	GPS Leaver Eligibility
Eligible for an award of up to £2,000	
Career Break - Other	Eligible
Career Break – Caring Responsibilities	Eligible
Contract Terminated - Inability To Undertake Role – Ill Health	Eligible
Resignation – Ill Health	Eligible
Resignation - As A Result Of Group Transfer	Eligible
Resignation - Emigration	Eligible
Resignation - Better Pay And Benefits	Eligible
Resignation - Career Prospects	Eligible
Resignation - Work Permit Expiry	Eligible
Resignation - Caring Responsibilities	Eligible
Resignation - After Family Leave	Eligible
Resignation - During Family Leave	Eligible
Resignation - Personal Circumstances	Eligible
Settlement Agreement - Mutual (Not Performance Related)	Eligible
Ineligible for an award	
Contract Terminated > Did Not Join	Ineligible
Contract Terminated > Recruitment Failed Training	Ineligible
Contract Terminated > Work Permit Issue	Ineligible
Contract Terminated > Persistent Absences	Ineligible
Contract Terminated > Gross Misconduct	Ineligible
Contract Terminated > Performance	Ineligible
Contract Terminated > Long Term Absence	Ineligible
Contract Terminated > Unauthorised Absence	Ineligible
Contract Terminated > Inability To Undertake Role - Competence (New To Role)	Ineligible
Contract Terminated > Inability To Undertake Role – Competence	Ineligible
Contract Terminated > Unsatisfactory References	Ineligible
Contract Terminated > Some Other Substantial Reason	Ineligible
Contract Terminated > Gross Misconduct - Theft/Fraud	Ineligible
Contract Terminated > Repeated Misconduct	Ineligible
Resignation > Resigned Pending Disciplinary	Ineligible
Resignation > Resigned Pending Investigation	Ineligible
Settlement Agreement > Mutual Exit (Performance)	Ineligible