

**Policy Number:** CB-1

**Total Compensation (Non Union)**

**Policy Group:** HROE  
Compensation and Benefits  
Compensation and Benefits

**Revision Number:** 1

**Policy Number:** CB-1

**Approved Date:** February  
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**Policy Owner:** Manager Human Resources

**Created By:** Michelle Edmunds/NLHydro

**Creation Date:** June 9th,  
2015

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**Date of Last Revision:** June 9th,  
2015

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## Policy Statement

Nalcor believes that employees place a high value on a wide spectrum of both salary and non-salary components of their employment compensation. The Company therefore believes it is important to take a holistic, inclusive approach to employee compensation which encompasses all key elements of Nalcor's employment experience.

## Purpose

The purpose of this policy is to confirm Nalcor's total compensation philosophy and to identify the key elements of its compensation program.

## Guiding Principles

1. A multi-faceted approach to employee compensation which recognizes that employees place a value on many different monetary and non-monetary aspects of their employment arrangement is a key factor in the Company's success in attracting, retaining, and motivating the talented individuals required to grow and sustain a high performance organization.
2. A total compensation approach to employee remuneration and rewards requires an integrated, total cost approach to the design of the various components which comprise the Company's total compensation program. Maintaining overall balance and affordability require an ongoing management focus, but also ongoing communication and engagement with employees to ensure appropriate levels of program awareness as well as employee input into aspects of program when appropriate.

## Definitions and Terms

Not applicable.

## Scope of Application

This policy applies to all non-union employees of Nalcor and its subsidiary companies. Salaries, wages and many other aspects of employee compensation for union employees are governed by the respective collective agreements.

This Policy is not intended to address or encompass administrative terms and conditions of employment that may involve

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monetary aspects or reimbursement (e.g., travel expenses and per diems).

Annually, each Nalcor employee is provided with a Total Compensation Statement which itemizes both the Company's and the employee's contributions to the cost of the following elements of employee compensation:

- Salary/wage income
- Performance based awards
- Overtime and on-call payments
- Group health insurance (life insurance; supplementary health care; dental; dependent benefits)
- Salary continuance (company-paid sick leave)
- Long Term Disability (LTD)
- Pension Plans
- Vacation
- Paid Holidays and Floaters
- Wellness Incentives
- Workers' Compensation

Other terms and conditions of employment which are not included above would also be considered meaningful components of Nalcor's total compensation program. These would include the following:

- Group home/auto insurance
- Computer/fitness equipment purchase program
- Short term disability salary continuance
- Other various forms of paid leave
- Employee and Family Assistance Program
- Service awards

## Standards and Requirements

Not applicable.

## Process / Procedure

Not applicable.

## Responsibilities

The Department of Human Resources and Labour Relations is generally responsible for the development, maintenance, and review of Nalcor's policies and programs related to compensation and benefits.

## Supporting and Related Documents

[Non-Union Salary Program Policy](#)

[Group Insurance Benefits Policy](#)

[Retirement Benefits Policy](#)

[Leaves of Absence Policy](#)

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## Attachments

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Nalcor Energy Policies and Procedures

CB-1: Total Compensation (Non Union)

Version 1, June 9th, 2015

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 Nalcor Energy - Corporate Policies and Procedures