



Certification Incentive Program Policy

I. Objective

To encourage our team members' professional growth and knowledge, SalesLabX offers all full-time team members a Certification Incentive Program. The objective of this program is to incentivize our team members to pursue industry-related certifications. This will strengthen our team's knowledge and skills portfolio while expanding career growth opportunities.

In this policy, we outline program parameters for using this incentive program. Note that this policy is subject to annual organization budgets and may be revised and updated. SalesLabX reserves the right to determine which certifications are accepted for this incentive program and are in the best interests of the organization.

II. Policy Brief

We offer a **base compensation pay raise of \$1,200/per year for all qualifying certifications attained**. This certification incentive benefit is available to each full-time team member (after the 60-day probation period).

Please [refer to this spreadsheet](#) to see the SalesLabX pre-approved certifications for this benefit.

III. Criteria

1. The certification incentive benefit is not limited to the role the team member performs. ***Note: If the certification you wish to pursue is not in the pre-approved list above, your department lead's approval will be required to qualify you for the Certification Incentive Program.**
2. Full-time team members can qualify for this incentive if they maintain tenure after their 60-day probation period.
3. The certification must be attained during team members' tenure at SalesLabX.

IV. Procedure

If you plan to pursue your Certification Incentive Program by achieving any of the approved certifications, follow the steps outlined below.



1. If the desired certification is not in the above pre-approved list, team members must present the department lead with supporting documents that outline the certification fee and benefits to be gained as a result of such certification. If the department lead approves, they will alert hr@saleslabx.com of the approved certification.
2. Once the certification is attained, the team member must submit their certification details through the [Certification Submission Form](#) to request the certification incentive.
3. Human Resources will verify the certification submitted. If the certification is valid, the SLX People Operations team will confirm the effective date of the base salary raise within one month of submission of proof of certification.