

**Guidelines on sound remuneration policies under Articles 74(3) and 75(2)  
of Directive 2013/36/EU and disclosures under Article 450 of Regulation  
(EU) No 575/2013  
(EBA/GL/2015/22)**

These Guidelines fulfil the mandate given to the EBA under Articles 74(3) and 75(2) of Directive 2013/36/EU to issue guidelines on remuneration policies that promote a sound and efficient risk management, and that deal especially on the variable elements of remuneration. Besides, these Guidelines provide guidance on disclosures under Article 450 of Regulation 575/2013.

The Guidelines are addressed to institutions, which should comply with them when designing and applying their remuneration policies. Moreover, they are also addressed to competent authorities, which are in charge of enforcing them.

The Guidelines comprise general requirements for the remuneration policy of the institution's whole staff, and specific requisites to be applied to the staff whose professional activities have or may have a material impact on the institution's risk profile. These Guidelines apply at individual, sub-consolidated and consolidated basis. Competent authorities should enforce the Guidelines also on branches of non-EEA institutions that operate in their jurisdiction.

The Guidelines enter into force on January 1st 2017. They repeal CEBS Guidelines of 10.12.2010, which had been superseded by the enhanced requirements put in force by CRDIV/CRR.

EBA published these Guidelines on 27.06.2016. Banco de España's Executive Commission adopted them as their own on 27.07.2016.

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EBA/GL/2015/22

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27/06/2016

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# Guidelines

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on sound remuneration policies under Articles 74(3) and 75(2) of Directive 2013/36/EU and disclosures under Article 450 of Regulation (EU) No 575/2013

# EBA guidelines on sound remuneration policies

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21 December 2015

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## Guidelines

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on sound remuneration policies under  
Articles 74(3) and 75(2) of Directive  
2013/36/EU and disclosures under  
Article 450 of Regulation (EU)  
No 575/2013

# 1. Compliance and reporting obligations

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## Status of these guidelines

1. This document contains guidelines issued pursuant to Article 16 of Regulation (EU) No 1093/2010<sup>1</sup>. In accordance with Article 16(3) of Regulation (EU) No 1093/2010, competent authorities, and institutions must make every effort to comply with the guidelines.
2. Guidelines set the EBA view of appropriate supervisory practices within the European System of Financial Supervision or of how Union law should be applied in a particular area. Competent authorities as defined in Article 4(2) of Regulation (EU) No 1093/2010 to whom guidelines apply should comply by incorporating them into their practices as appropriate (e.g. by amending their legal framework or their supervisory processes), including where guidelines are directed primarily at institutions.

## Reporting requirements

3. According to Article 16(3) of Regulation (EU) No 1093/2010, competent authorities must notify the EBA as to whether they comply or intend to comply with these guidelines, or otherwise with reasons for non-compliance, by 30.08.2016. In the absence of any notification by this deadline, competent authorities will be considered by the EBA to be non-compliant. Notifications should be sent by submitting the form available on the EBA website to [compliance@eba.europa.eu](mailto:compliance@eba.europa.eu) with the reference 'EBA/GL/2015/22'. Notifications should be submitted by persons with appropriate authority to report compliance on behalf of their competent authorities. Any change in the status of compliance must also be reported to the EBA.
4. Notifications will be published on the EBA website, in line with Article 16(3).

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<sup>1</sup> Regulation (EU) No 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/78/EC (OJ L 331, 15.12.2010, p. 12).

## 2. Subject matter, scope and definitions

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### Subject matter

5. These guidelines fulfil the mandate given to the EBA under Articles 74(3) and 75(2) of Directive 2013/36/EU<sup>2</sup> to issue guidelines on sound remuneration policies for all staff and for staff whose professional activities have a material impact on institutions' risk profile which comply with the requirements set out in Articles 92 to 95 of Directive 2013/36/EU, and provide guidance on disclosures under Article 96 of Directive 2013/36/EU and Article 450 of Regulation (EU) 575/2013<sup>3</sup>.

### Scope of application

6. These guidelines set out requirements regarding remuneration policies applicable to all staff of institutions and specific requirements that institutions have to apply to the remuneration policies and variable elements of remuneration of identified staff. Institutions may also apply these specific requirements to additional categories of staff or to all staff. Annex 1 to these guidelines indicates the requirements for which an institution-wide application to all staff in line with the guidelines provided is required or recommended.
7. Institutions should comply and competent authorities should ensure that institutions comply with these guidelines on an individual, sub-consolidated and consolidated basis, including their subsidiaries not subject to Directive 2013/36/EU, in accordance with the level of application set out in Articles 92(1) and 109 of that Directive.
8. Guidelines set out in Title VI only apply to those institutions which are required to comply, in accordance with the level of application set out in Articles 6 and 13 of Regulation (EU) 575/2013, with the obligations laid down in Part Eight of that Regulation.

### Addressees

9. These guidelines are addressed to competent authorities as defined in Article 4(1)(40) of the CRR including the European Central Bank with regards to matters relating to the tasks conferred on it by Regulation (EU) No 1024/2013<sup>4</sup>, and to institutions as defined in point 3 of

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<sup>2</sup> Directive 2013/36/EU of the European Parliament and of the Council of 26 June 2013 on access to the activity of credit institutions and the prudential supervision of credit institutions and investment firms, amending Directive 2002/87/EC and repealing Directives 2006/48/EC and 2006/49/EC (OJ L 176, 27.6.2013, p. 338).

<sup>3</sup> Regulation (EU) No 575/2013 of the European Parliament and of the Council of 26 June 2013 on prudential requirements for credit institutions and investment firms and amending Regulation (EU) no 648/2012 (OJ L 321, 30.11.2013, p. 6).

<sup>4</sup> Council Regulation (EU) No 1024/2013 of 15 October 2013 conferring specific tasks on the European Central Bank concerning policies relating to the prudential supervision of credit institutions (OJ 287, 29.10.2013, p. 63).

Article 4(1)(3) of Regulation (EU) 575/2013, including branches of credit institutions having their head office in a third country.

## Definitions

10. Terms used and defined in Directive 2013/36/EU and Regulation (EU) 575/2013 have the same meaning in the present guidelines. In addition, for the purposes of these guidelines, the following definitions apply:

Remuneration	means all forms of fixed and variable remuneration and includes payments and benefits, monetary or non-monetary, awarded directly to staff by or on behalf of institutions in exchange for professional services rendered by staff, carried interest payments within the meaning of Article 4(1)(d) of Directive 2011/61/EU <sup>5</sup> , and other payments made via methods and vehicles which, if they were not considered as remuneration, would lead to a circumvention <sup>6</sup> of the remuneration requirements of Directive 2013/36/EU.
Fixed remuneration	means payments or benefits for staff which comply with the conditions for its award set out in section 7.
Variable remuneration	means all remuneration which is not fixed.
Routine employment packages	means ancillary components of remuneration that are obtainable for a wide population of staff or staff in specified functions based on predetermined selection criteria, including, for example, healthcare, child care facilities or proportionate regular pension contributions on top of the mandatory regime and travel allowance.
Retention bonus	means variable remuneration awarded on the condition that staff stay in the institution for a predefined period of time.
Staff	means all employees of an institution and its subsidiaries, including subsidiaries not subject to the CRD and all members of their respective management bodies.
Identified staff	means staff whose professional activities have a material impact on the institution's risk profile in accordance with the criteria set out in the Commission Delegated Regulation (EU) 604/2014 <sup>7</sup> and where appropriate in addition based on institutions' criteria.
Prudential consolidation	means the application of the banking prudential rules set out in

<sup>5</sup> Directive 2011/61/EU .... of the European Parliament and of the Council of 8 June 2011 on Alternative Investment Fund Managers and amending Directives 2003/41/EC and 2009/65/EC and Regulation (EC) No 1060/2009 and (EU) No 1095/2010 (AIFMD).

<sup>6</sup> Regarding circumvention please refer to section 10.2 of these guidelines.

<sup>7</sup> Commission Delegated Regulation (EU) 604/2014 of 4 March 2014 supplementing Directive 2013/36/EU of the European Parliament and of the Council with regard to regulatory technical standards with respect to qualitative and appropriate quantitative criteria to identify categories of staff whose professional activities have a material impact on an institution's risk profile (OJ L 167, 6.6.2014, p. 30).

	Directive 2013/36/EU and Regulation (EU) 575/20132 on a consolidated or sub-consolidated basis, in accordance with Part 1, Title 2, Chapter 2 of Regulation (EU) 575/2013. The prudential consolidation includes all subsidiaries that are institutions or financial institutions and may include also ancillary services undertakings in and outside the EU.
Consolidating institution	means the institution which is required to abide by the prudential requirements on the basis of the consolidated situation of the banking group, in accordance with Part 1, Title 2, Chapter 2 of Regulation (EU) 575/2013.
Bonus pool	means the maximum amount of variable remuneration which can be awarded in the award process set at the level of the institution or an institution's business unit.
Accrual period	means the period of time for which the performance is assessed and measured for the purposes of determining an award of variable remuneration.
Non-revolving multi-year accrual period	means a multi-year accrual period that does not overlap with other multi-year accrual periods.
Award	means the granting of variable remuneration for a specific accrual period, independently of the actual point in time where the awarded amount is paid.
Vesting	means the effect by which the staff member becomes the legal owner of the variable remuneration awarded, independent of the instrument which is used for the payment or if the payment is subject to additional retention periods or clawback arrangements.
Upfront payments	means payments which are made immediately after the accrual period and which are not deferred.
Deferral period	means the period of time between the award and the vesting of the variable remuneration during which staff is not the legal owner of the remuneration awarded.
Instruments	means those financial instruments or other contracts that fall within one of the two categories referred to in Article 94(1)(l) of Directive 2013/36/EU.
Retention period	means a period of time after the vesting of instruments which have been awarded as variable remuneration during which they cannot be sold or accessed.
Malus	means an arrangement that permits the institution to reduce the value of all or part of deferred variable remuneration based on ex post risk adjustments before it has vested.
Clawback	means an arrangement under which the staff member has to return ownership of an amount of variable remuneration paid in the past or which has already vested to the institution under certain conditions.
Significant institutions	means institutions referred to in Article 131 of Directive 2013/36/EU (global systemically important institutions

or 'G-SIIs', and other systemically important institutions or 'O-SIIs'), and, as appropriate, other institutions determined by the competent authority or national law, based on an assessment of the institutions' size, internal organisation and the nature, the scope and the complexity of their activities.

Share-linked instruments	means those instruments whose value is based on the value of the stock and that have the share value as a reference point, e.g. stock appreciation rights, types of synthetic shares.
Shareholders	means a person who owns shares in an institution or, depending on the legal form of an institution, other owners or members of the institution.
Severance payments	means payments relating to the early termination of a contract.

### 3. Implementation

#### Date of application

11. These guidelines apply from 1 January 2017.

#### Repeal

12. The CEBS Guidelines on remuneration policies and practices published on 10 December 2010 are repealed with effect from 31 December 2016.

## 4. Guidelines

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### Title I - Requirements regarding remuneration policies

#### 1. Remuneration policies for all staff

14. In accordance with Article 74 of Directive 2013/36/EU, institutions are required to have in place a remuneration policy for all staff. The remuneration policy for all staff should comply with the principles set out in Articles 92 and 93 of Directive 2013/36/EU and these guidelines, taking into account the mapping of the requirements within Annex I<sup>8</sup>.
15. The remuneration policy should specify all components of remuneration and include also the pension policy, including, where relevant, the framework for early retirements. The remuneration policy should also set a framework for other persons acting on behalf of the institution (e.g. tied agents), ensuring that the payments made are not providing any incentive for excessive risk-taking or the mis-selling of products. All institutions should consider which elements of the remuneration policy on the variable remuneration of identified staff under Article 94 of Directive 2013/36/EU should be included in the remuneration policy for all staff.
16. The institution's remuneration policy for all staff should be consistent with the objectives of the institution's business and risk strategy, corporate culture and values, long-term interests of the institution, and the measures used to avoid conflicts of interest, and should not encourage excessive risk taking. Changes of such objectives and measures should be taken into account when updating the remuneration policy. Institutions should ensure that remuneration practices are aligned with their overall risk appetite, taking into account all risks, including reputational risks and risks resulting from the mis-selling of products. Institutions should also take into account the long-term interests of shareholders.
17. Institutions should be able to demonstrate to the competent authorities that the remuneration policy and practices are consistent with and promote sound and effective risk management.
18. Where variable remuneration is awarded, such awards should be based on the institutions', business units' and staff's performance and take into account the risks taken. The remuneration policy should make a clear distinction with regard to the variable remuneration and the performance assessment between the operating business units, corporate and control functions.

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<sup>8</sup> Annex 1 to these guidelines indicates the requirements for which an institution-wide application to all staff in line with the additional guidelines provided is required or recommended.

19. The remuneration policy should support the institution in achieving and maintaining a sound capital base in line with section 6 of these guidelines. The remuneration policy should also take into account, where applicable, the restrictions on distributions under Article 141 of Directive 2013/36/EU.

20. The remuneration policy should contain:

- a. the performance objectives for the institution, business areas and staff;
- b. the methods for the measurement of performance, including the performance criteria;
- c. the structure of variable remuneration, including where applicable the instruments in which parts of the variable remuneration are awarded;
- d. the ex ante and ex post risk-adjustment measures of the variable remuneration<sup>9</sup>.

21. Institutions should ensure that potential conflicts of interest caused by the pay out of instruments as part of the variable or fixed remuneration are identified and managed. This includes that the compliance with insider trading rules is ensured and that no measures are taken that can have a short-term impact on the share or instruments price.

22. Where remuneration policies or group remuneration policies are implemented in institutions, including in their subsidiaries, and the staff of the institution are also the majority owners of the institution or the subsidiary, the remuneration policy should be adjusted to the specific situation of these institutions or subsidiaries. For identified staff, the institution should ensure that the remuneration policy complies with the relevant CRD requirements within Articles 92 and 94 and these guidelines.

## 2. Governance of remuneration

### 2.1 Responsibilities, design, approval and oversight of the remuneration policy

23. The management body<sup>10</sup> in its supervisory function (hereafter 'supervisory function') should be responsible for adopting and maintaining the remuneration policy of the institution, and overseeing its implementation to ensure it is fully operating as intended. The supervisory function should also approve any subsequent material exemptions made for individual staff

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<sup>9</sup> Specific requirements for the remuneration of identified staff and its risk alignment are contained in Titles III and IV of these guidelines.

<sup>10</sup> Different management body structures can be observed in European countries. In some countries a unitary structure is common, i.e. supervisory and management functions of the board are exercised by only one body. In other countries a dual structure is common, with two independent bodies being established, one for the management function and the other for the supervision of the management function.

member and changes to the remuneration policy and carefully consider and monitor their effects.

24. The supervisory function should collectively have adequate knowledge, skills and experience with regard to remuneration policies and practices as well as of incentives and risks that can arise therefrom. This should include knowledge, skills and experience with regard to the mechanisms for aligning the remuneration structure to institutions' risk profiles and capital structure.
25. The supervisory function should ensure that the institution's remuneration policies and practices are appropriately implemented and aligned with the institution's overall corporate governance framework, corporate culture, risk appetite and the related governance processes.
26. Conflicts of interests with regard to the remuneration policy and remuneration awarded should be identified and appropriately mitigated, including by establishing objective award criteria based on the internal reporting system, appropriate controls and the four eyes principle. The remuneration policy should ensure that no material conflicts of interest arise for staff in control functions.
27. The remuneration policy and practices and the procedures to determine them should be clear, well documented and transparent. Proper documentation on the decision-making process (e.g. minutes of relevant meetings, relevant reports, and other relevant documents) and the reasoning behind the remuneration policy should be maintained.
28. The supervisory and management functions and, where established, the remuneration and the risk committees should work closely together and ensure that the remuneration policy is consistent with and promotes sound and effective risk management.
29. The remuneration policy should provide for an effective framework for performance measurement, risk adjustment and the linkages of performance to reward.
30. Risk and compliance functions should provide effective input in accordance with their roles into the setting of bonus pools, performance criteria and remuneration awards where those functions have concerns regarding the impact on staff behaviour and the riskiness of the business undertaken.
31. The supervisory function should determine and oversee the remuneration of the members of the management function and, if the remuneration committee referred to in section 2.4 has not been established, oversee directly the remuneration of the senior officers in the independent control functions, including the risk management and compliance functions.

32. The supervisory function should take into account the input provided by all competent corporate functions and bodies (e.g. committees, control functions<sup>11</sup>, human resources, legal, strategic planning, budget function, etc.) and business units about the design, implementation and oversight of the institution's remuneration policies.
33. The human resources function should participate in and inform on the drawing up and the evaluation of the remuneration policy for the institution, including the remuneration structure, remuneration levels and incentive schemes, in a way that would not only attract and retain the staff the institution needs but also assure that the remuneration policy is aligned with the institution's risk profile.
34. The risk management function should assist in and inform on the definition of suitable risk-adjusted performance measures (including ex post adjustments), as well as in assessing how the variable remuneration structure affects the risk profile and culture of the institution. The risk management function should validate and assess risk adjustment data as well as be invited to attend the meetings of the remuneration committee on this matter.
35. The compliance function should analyse how the remuneration policy affects the institution's compliance with legislation, regulations, internal policies and risk culture and should report all identified compliance risks and issues of non-compliance to the management body, both in its management and supervisory functions. The findings of the compliance function should be taken into account by the supervisory function during the approval, review procedures and oversight of the remuneration policy.
36. The internal audit function should carry out an independent review of the design, implementation and effects of the institution's remuneration policies on its risk profile and the way these effects are managed in line with the guidelines provided in section 2.5.
37. Within a group context the competent functions within the consolidating institution and subsidiaries should interact and exchange information as appropriate.

## 2.2 Shareholders' involvement

38. Depending on the institution's legal form and on the applicable national law, the approval of an institution's remuneration policy and, where appropriate, decisions relating to the remuneration of members of the management body and other identified staff may also be assigned to the shareholders' meeting in accordance with national company law. The shareholders' vote may be either consultative or binding.

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<sup>11</sup> Independent control function comprises organisational units, independent of the business and corporate functions that are responsible for controlling and monitoring the operations and risks arising from those operations, ensuring compliance with all applicable laws, rules and regulations and advising the management functions on the matters within their area of expertise. Independent control functions typically comprise risk management, compliance and internal audit functions. Further details on control functions, can be found in the EBA Guidelines on Internal Governance (GL44), points 26 to 29.

39. Where the approval of the remuneration of individual members of the management body and other identified staff is assigned to shareholders, shareholders should also explicitly approve the payments that can be awarded to those persons at the termination of their contracts. Where the approval of the remuneration policy is subject to approval by the shareholders they should also either approve ex ante the maximum amount of the payments that can be awarded to the management body and other identified staff in the event of early termination of a contract or criteria for the determination of such amounts.
40. In order that shareholders can make informed decisions, the supervisory function should ensure that the institution provides them with adequate information regarding the remuneration policy designed to help them to assess the incentive structure and the extent to which risk-taking is being incentivised and controlled as well as the overall cost of the remuneration structure. Such information should be provided well in advance of the relevant shareholders' meeting. Detailed information on remuneration policies and on their modifications, on procedures and decision-making processes to set a remuneration package should be provided and include the following:
- a. the remuneration components;
  - b. main characteristics and objectives of the remuneration packages and their alignment with the business and risk strategy, including the risk appetite and corporate values of the institution;
  - c. how the points under (b) are taken into account in ex ante/ex post adjustments, in particular for identified staff.
41. The supervisory function remains responsible for the proposals submitted to the shareholders' meeting, as well as for the actual implementation and oversight of any changes to the remuneration policies and practices.
42. Where shareholders are requested to approve a higher maximum level of the ratio between the variable and fixed component of remuneration of up to 200%, the following should apply:
- a. Shareholders who have the right to vote on a proposed higher maximum level of the ratio between the variable and the fixed components of remuneration are those of the institution where the identified staff concerned by the higher maximum levels of variable remuneration, operates. For subsidiaries, the subsidiary's general assembly of shareholders is competent to decide and not the general assembly of the consolidating institution.
  - b. Where an institution exercises its voting rights as a shareholder of its subsidiary with regard to the approval of a higher maximum level of the ratio between variable and fixed remuneration within a subsidiary, one of the following conditions should be met:

- i. the supervisory function of the institution holding the shares has beforehand called for a vote of its shareholders' meeting on how to exercise the voting rights regarding the increase of such level in its subsidiaries;
    - ii. the shareholders' meeting of the consolidating institution has decided, as part of the group remuneration policy, that subsidiaries may introduce a higher maximum level of such ratio.
  - c. In accordance with the first indent of Article 94(1)(g)(ii) of Directive 2013/36/EU, when approving a higher maximum level of the ratio between the fixed and variable components of remuneration, the shareholders' meeting shall act upon a detailed recommendation which provides in particular the reasons, the number of identified staff concerned and their functions within the institution as well as the explanation of how such a higher maximum level of the ratio may affect the requirement to maintain a sound capital base. This information should be provided to shareholders well in advance of the shareholder's meeting.
  - d. Any approval of a higher maximum level of the ratio must be carried out in accordance with the provisions of Article 94(1)(g)(ii) of Directive 2013/36/EU; the 50% threshold for the quorum, and the 66% and 75% majority thresholds required for the vote, as mentioned in that Article, should all be calculated taking into account the voting rights attached to the shares or other equivalent ownership rights in the institution.
  - e. The 75% threshold, which applies when fewer than 50% of ownership rights are represented in the shareholders' meeting and the 66% threshold, which applies when at least 50% of ownership rights are represented, should be calculated in relation to the shareholders' voting rights that are represented, and not the number of natural or legal persons who are shareholders.
  - f. In accordance with the last indent of Article 94(1)(g)(ii) of the CRD, staff who are directly concerned by the higher maximum levels of variable remuneration must not be allowed to exercise, directly or indirectly, any voting rights they may have. Accordingly, their voting rights shall be disregarded when calculating the percentages, both in the nominator and in the denominator.
  - g. Shares are 'represented' where the shareholder is legally able to vote on the proposed higher maximum level of the ratio, regardless of how such a vote is taken. In line with this principle and taking into account national company law, institutions should set their internal policies regarding 'representation' for the purpose of this vote.
43. Shareholders should be able to vote on a reduction of a higher maximum ratio that has been approved in the past. Such a vote should require a majority of shareholder votes in line with the applicable rules for regular decisions foreseen by national law. Where the approved higher

maximum was reduced the institution should inform the competent authority of the decision and the approved ratio within five working days.

## 2.3 Information to competent authorities

44. When informing the competent authority about the recommendation addressed to the shareholders' meeting, in accordance with the fourth indent of Article 94(1)(g)(ii) of Directive 2013/36/EU, the institution should report to the competent authority all the information submitted to the shareholders, including the proposed higher maximum ratio and the reasons therefor, at the latest five working days after having notified to the shareholders that an approval of the higher ratio will be sought.

45. When informing the competent authority about the decision taken by its shareholders, in accordance with the fifth indent of Article 94(1)(g)(ii) of Directive 2013/36/EU, the institution should provide the following information:

- a. the result of the decision and the approved higher maximum ratio, including, where the ratios differ between business areas and functions, the ratio for each business area or function mapped to the business areas and functions set out in the EBA guidelines on the data collection exercise regarding high earners and the EBA guidelines on the remuneration benchmarking exercise, both published on 16 July 2014<sup>12</sup>;
- b. the number of identified staff affected by the higher maximum ratios and, where the ratios differ between business areas and functions, the corresponding level of the ratio for each business area and function;
- c. an analysis that the proposed higher ratio does not conflict with the obligations under Directive 2013/36/EU and Regulation (EU) 575/2013, having regard in particular to the institution's own funds obligations;
- d. the information included in Annex 2, using the template provided;
- e. other information that may be requested by the competent authority.

## 2.4 Setting up a remuneration committee

46. In accordance with Article 92(1), in conjunction with Article 95(1) of the CRD, all institutions which are themselves significant, considering the individual, parent company and group level, must establish a remuneration committee. Subsidiaries which are regulated by specific sectoral legislation (e.g. AIFMs or UCITS managers) should follow the rules set out in the specific sectoral legislation applying to them in order to determine whether or not they are

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<sup>12</sup> Both guidelines can be accessed under the following link: <http://www.eba.europa.eu/regulation-and-policy/remuneration>

required to establish a remuneration committee. The consolidating institution should ensure that a remuneration committee is established when legally required.

47. Where a remuneration committee is established in a non-significant institution, the institution should comply with the requirements of these guidelines concerning the remuneration committee, but may combine the tasks of the remuneration committee with other tasks as long as they do not create conflicts of interest.

48. Where no remuneration committee is established, the requirements of these guidelines concerning the remuneration committee should be construed as applying to the supervisory function.

### 2.4.1 Composition of the remuneration committee

49. The remuneration committee should be composed of members of the supervisory function<sup>13</sup> who do not perform executive functions. The chair and the majority of members of the remuneration committee should qualify as independent<sup>14</sup>. If employee representation on the management body is provided for by national law, it must include one or more employee representatives. Where there are not a sufficient number of qualified independent members, institutions should implement other measures within the remuneration policy to limit conflicts of interest in decisions on remuneration issues.

50. Members of the remuneration committee should have collectively appropriate knowledge, expertise and professional experience concerning remuneration policies and practices, risk management and control activities, namely with regard to the mechanism for aligning the remuneration structure to institutions' risk and capital profiles.

### 2.4.2 Role of the remuneration committee

51. The remuneration committee should:

- a. be responsible for the preparation of decisions on remuneration to be taken by the supervisory function, in particular regarding the remuneration of the members of the management body in its management function as well as of other identified staff;
- b. provide its support and advice to the supervisory function on the design of the institution's remuneration policy;

<sup>13</sup> Different management body structures can be observed in European countries. In some countries a unitary structure is common, i.e. supervisory and management functions of the board are exercised by only one body. In other countries a dual structure is common, with two independent bodies being established, one for the management function and the other for the supervision of the management function. In these cases, the remuneration committee should comprise members of the supervisory body.

<sup>14</sup> Independence as set out in the EBA guidelines on internal governance point 5.6.

- c. support the supervisory function in overseeing the remuneration policies, practices and processes and the compliance with the remuneration policy;
- d. check whether the existing remuneration policy is still up to date and, if necessary, make proposals for changes;
- e. review the appointment of external remuneration consultants that the supervisory function may decide to engage for advice or support;
- f. ensure the adequacy of the information provided to shareholders on remuneration policies and practices, in particular on a proposed higher maximum level of the ratio between fixed and variable remuneration;
- g. assess the mechanisms and systems adopted to ensure that the remuneration system properly takes into account all types of risks, liquidity and capital levels and that the overall remuneration policy is consistent with and promotes sound and effective risk management and is in line with the business strategy, objectives, corporate culture and values and the long-term interest of the institution;
- h. assess the achievement of performance targets and the need for ex post risk adjustment, including the application of malus and clawback arrangements;
- i. review a number of possible scenarios to test how the remuneration policies and practices react to external and internal events, and back-test the criteria used for determining the award and the ex ante risk adjustment based on the actual risk outcomes.

52. Where the institution has established a remuneration committee, the remuneration of the senior officers in the independent control functions, including the risk management and compliance functions, should be directly overseen by the remuneration committee. The remuneration committee should make recommendations to the supervisory function on the design of the remuneration package and amounts of remuneration to be paid to the senior staff members in the control functions.

### 2.4.3 Process and reporting lines

53. The remuneration committee should:

- a. have access to all data and information concerning the decision-making process of the supervisory function on the remuneration policies and practices design and implementation, oversight and review;
- b. have adequate financial resources and unfettered access to all information and data from independent control functions, including risk management;

- c. ensure the proper involvement of the independent control and other relevant functions (e.g. human resources, legal and strategic planning) within the respective areas of expertise and where necessary seek external advice.

54. The remuneration committee should collaborate with other committees of the supervisory function whose activities may have an impact on the design and proper functioning of remuneration policies and practices (e.g. risk, audit and nomination committees); and provide adequate information to the supervisory function, and, where appropriate, to the shareholders' meeting about the activities performed.

55. When established, the risk committee should, without prejudice to the tasks of the remuneration committee, examine whether incentives provided by the remuneration policies and practices take into consideration the institution's risk, capital, liquidity and the likelihood and timing of earnings.

56. A member of the risk committee should participate in the meetings of the remuneration committee, where both committees are established, and vice versa.

## 2.5 Review of the remuneration policy

57. The supervisory function or, where established, the remuneration committee should ensure that the remuneration policy and practices of the institution are subject to a central and independent internal review at least annually.

58. A central review of the compliance with the regulation, group policies, procedures and internal rules should be performed by the internal audit function of the consolidating institution.

59. Institutions should perform the central and independent review on an individual basis. In a group, non-significant institutions which are subsidiaries may rely on the review performed by the consolidating institution, where the review performed on the consolidated or sub-consolidated basis included the institution and where the results are made available to the supervisory function of that institution.

60. The periodic independent review of remuneration policies may be, partially or totally, externally outsourced by small and less complex institutions. Larger and more complex institutions should have sufficient resources to conduct the review internally. Qualified and independent external consultants<sup>15</sup> may complement and support the institution in carrying out such tasks. The supervisory function is responsible for the review.

61. As part of the central and independent internal review, institutions should assess whether the overall remuneration policies, practices and processes:

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<sup>15</sup> For further details on outsourcing, refer to EBA guidelines on internal governance (GL44).

- a. operate as intended (in particular, that approved policies, procedures and internal rules are being complied with; that the remuneration pay outs are appropriate, in line with the business strategy; and that the risk profile, long-term objectives and other goals of the institution are adequately reflected);
- b. are compliant with national and international regulations, principles and standards; and
- c. are consistently implemented across the group, are compliant with Article 141 of Directive 2013/36/EU and do not limit the institution's ability to maintain or restore a sound capital base in line with section 6 of these guidelines.

62. The other relevant internal corporate functions (i.e. human resources, legal, strategic planning, etc.), as well as other key supervisory function committees (i.e. audit, risk and nominations committees), should be closely involved in reviewing the remuneration policies of the institution in order to assure the alignment with the institutions' risk management strategy and framework.

63. Where periodic reviews reveal that the remuneration policies do not operate as intended or prescribed or where recommendations are made, the remuneration committee, where established, or the supervisory function, should ensure that a remedial action plan is proposed, approved and timeously implemented.

64. The results of the performed internal review and actions taken to remedy any findings should be documented, either through written reports or through the minutes of the meeting of the relevant committees or the supervisory function, and made available to the management body, relevant committees and corporate functions.

### 3. Remuneration policies and group context

65. In accordance with Articles 92(1) and 109 of Directive 2013/36/EU, institutions must comply with all requirements of Articles 92(2), 93, 94, 95 and 96 of that Directive, including the applicable Regulatory Technical Standards regarding remuneration, at the consolidated, sub-consolidated (including subsidiaries and branches in third countries) and individual level. With regard to the individual level, competent authorities may make use of the derogation provided for in Article 7 of the CRR in accordance with Article 109(1) of Directive 2013/36/EU. It is the institutions' responsibility to ensure that the internal remuneration policies comply with any specific requirements regarding activities performed in any relevant jurisdiction.

66. At the consolidated or sub-consolidated level, the consolidating institution and competent authorities should ensure that a group-wide remuneration policy is implemented and complied with for:

- a. all staff in all institutions and other entities within the scope of prudential consolidation, including all branches; and

- b. all identified staff<sup>16</sup> in all institutions and other entities within the scope of prudential consolidation, including all branches.

67. Regarding institutions and entities within a group located in more than one Member State, the group-wide remuneration policy should specify how its implementation should deal with differences between national implementations of the remuneration requirements of Directive 2013/36/EU, in particular regarding the application of the limitation of the maximum ratio between the variable components of remuneration and the fixed remuneration to 100% (if applicable, up to 200% with shareholders' approval)<sup>17</sup>, the possibility to apply the notional discount rate<sup>18</sup> and any restrictions regarding the use of instruments<sup>19</sup>.

68. In accordance with Articles 92(1) and 109 of Directive 2013/36/EU the consolidating institution must ensure that subsidiaries that fall into the scope of prudential consolidation, but which are not themselves subject to Directive 2013/36/EU, have remuneration policies that are consistent with the group-wide remuneration policy for all staff and comply with the requirements of Articles 92(2), 93 and 94 of Directive 2013/36/EU at least for those identified staff whose professional activities have a material impact on the group's risk profile. This also applies to specific requirements of Directive 2013/36/EU which have not been included in other sectoral legislation (e.g. for staff whose professional activities have a material impact on the group's risk profile, but who are staff of entities that fall within the scope of Directive 2011/61/EU<sup>20</sup> and Directive 2009/65/EC<sup>21</sup>, the consolidation institution must ensure that the limitation of the variable components of remuneration to 100% (if applicable, up to 200% with shareholders' approval) of the fixed components of remuneration is complied with).<sup>22</sup> Where specific requirements of Directive 2013/36/EU conflict with the sectoral requirements (e.g. under Directive 2011/61/EU or Directive 2009/65/EC), the specific sectoral legislation should prevail (e.g. entities subject to Directive 2011/61/EU or Directive 2009/65/EC should pay the variable remuneration of identified staff whose professional activities have a material impact on the group's risk profile in units or shares of the alternative investment fund concerned or units of the UCITS concerned (Annex II(1)(m) of Directive 2011/61/EU and Article 14(b)(m) of Directive 2009/65/EC, respectively)).

69. Staff seconded from a parent undertaking in a third country to an EU subsidiary that is an institution or a branch who, were they employed directly by the EU institution or branch,

<sup>16</sup> Regarding the identification process in a group context please refer to section 5.

<sup>17</sup> Article 94(1)(g)(i) and (ii) of Directive 2013/36/EU.

<sup>18</sup> Article 94(1)(g)(iii) of Directive 2013/36/EU.

<sup>19</sup> Article 94(1)(l) of Directive 2013/36/EU.

<sup>20</sup> Directive 2011/61/EU of the European Parliament and of the Council of 8 June 2011 on Alternative Investment Fund Managers and amending Directives 2003/41/EC and 2009/65/EC and Regulations (EC) No 1060/2009 and (EU) No 1095/2010 (OJ L 174, 1.7.2011, p. 1).

<sup>21</sup> Directive 2009/65/EC of the European Parliament and of the Council of 13 July 2009 on the coordination of laws, regulations and administrative provisions relating to undertakings for collective investment in transferable securities (UCITS) (OJ L 302, 17.11.2009, p. 32).

<sup>22</sup> Further details on how to identify these staff members are set out under section 5.3, 'Identification process on solo and consolidated level', below.

would fall into the scope of identified staff of that EU institution or branch, are identified staff. Such seconded staff should be subject to the provisions of Articles 92, 93 and 94 of Directive 2013/36/EU as they are implemented in the Member State where the EU institution or branch is established and applicable Regulatory Technical Standards. For the purposes of short-term secondments, for example where a person is only residing in a Member State for a few weeks to carry out project work, that person should be subject to such provisions only if the person would be identifiable under the Commission Delegated Regulation 604/2014, taking into account the remuneration awarded for the relevant time period and the role and responsibilities during the secondment.

70. Short-term contracts or secondments must not be used as a means of circumventing the remuneration requirements of Directive 2013/36/EU and any related standards or guidelines.
71. Regarding subsidiaries established in third countries that are included in the scope of prudential consolidation of a consolidating institution in a Member State, the group-wide remuneration policy should set the maximum level of the ratio between the variable component of remuneration and the fixed component not higher than 100% (if applicable, up to 200% with shareholders' approval at the group level), specify whether the notional discount rate is applied and ensure that for the pay out of variable remuneration instruments are used in line with these guidelines and Commission Delegated Regulation (EU) No 527/2014<sup>23</sup>.
72. A subsidiary established in a third country that is included in the scope of prudential consolidation of a consolidating institution in a Member State should have remuneration policies that are consistent with the group-wide remuneration policy and comply with the requirements of Articles 92(2), 93 and 94 of Directive 2013/36/EU at least for those staff whose professional activities have a material impact on the group's risk profile.
73. Competent authorities should ensure that branches in a Member State of credit institutions authorised in a third country are subject to the same requirements as applicable to institutions within Member States. Where these branches want to implement a ratio between the variable and fixed components of remuneration higher than 100%, they should demonstrate to the competent authority that the shareholders of the institution in the third country have approved the higher ratio.
74. The remuneration requirements of Directive 2013/36/EU and these guidelines apply to institutions independent of the fact that they may be subsidiaries of a parent institution in a third country. Where an EU subsidiary of a parent institution in a third country is a consolidating institution, the scope of prudential consolidation does not include the level of the parent institution located in a third country and other direct subsidiaries of that parent

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<sup>23</sup> Commission Delegated Regulation (EU) No 527/2014 of 12 March 2014 supplementing Directive (EU) No 2013/36/EU of the European Parliament and of the Council with regard to regulatory technical standards specifying the classes of instruments that adequately reflect the credit quality of an institution as a going concern and are appropriate to be used for the purposes of variable remuneration (OJ L 148, 20.5.2014, p. 21). It is published under: [http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL\\_2014\\_148\\_R\\_0006](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_148_R_0006)

institution. The consolidating institution should ensure that the group-wide remuneration policy of the parent institution in a third country is taken into consideration within its own remuneration policies as far as this is not contrary to the requirements set out under relevant EU or national law, including these guidelines.

## 4. Proportionality

75. The proportionality principle encoded in Article 92(2) of Directive 2013/36/EU aims to match remuneration policies and practices consistently with the individual risk profile, risk appetite and strategy of an institution, so that the objectives of the obligations are effectively achieved.

76. In assessing the application of the requirements in a proportionate manner, institutions and competent authorities should consider a combination of all the following criteria: the size, the internal organisation and the nature, scope and complexity of the institution's activities.

77. For these purposes, institutions and competent authorities should take into account at least the following criteria:

- a. the balance sheet total or the quantity of assets held by the institution and significant entities consolidated for regulatory purposes;
- b. the geographical presence of the institution and the size of the operations in each jurisdiction;
- c. the legal form and the available equity and debt instruments;
- d. the authorisation to use internal methods for the measurement of capital requirements (e.g. IRB, AMA);
- e. whether the institution is part of a group and, if so, the proportionality assessment done for the group;
- f. the type of authorised activity and services (e.g. loans and deposits, investment banking);
- g. the underlying business strategy;
- h. the structure of the business activities and the time horizon, measurability and predictability of the risks of the business activities;
- i. the funding structure of the institution;
- j. the internal organisation of the institution, including the level of variable remuneration that can be paid to identified staff;
- k. the structure of profits and losses of the institution;

- l. the type of clients (e.g. retail, corporate, small businesses, public entity);
- m. the complexity of the products or contracts.

78. When applying requirements in a proportionate way, institutions are responsible to consider their risk profile, risk appetite and other characteristics and to develop and implement remuneration policies and practices which are appropriately aligned to the business strategy, objectives, values and long-term interest of the institution. However, the obligation to have sound and effective remuneration policies and practices applies to all institutions and with respect to all staff, regardless of the institutions' different characteristics.

79. Before remuneration requirements are applied in a proportionate way, the identification of staff, based on the criteria provided in Commission Delegated Regulation (EU) No 604/2014 and additional internal criteria, should be performed<sup>24</sup>. The limitation of the maximum ratio between the variable components of remuneration and the fixed components to 100% (200% with shareholders' approval) should be applied to all identified staff in the institution and, regarding its subsidiaries that are in the scope of prudential consolidation, to the identified staff that has an impact on the group risk profile, even if they are not themselves subject to Directive 2013/36/EU, in line with the guidelines in section 3.

80. When implementing specific remuneration policies for different categories of identified staff in line with sections 3 and 4 of these guidelines, the application of proportionality should take into account the impact on the institution's risk profile of that category of identified staff.

81. Competent authorities should ensure that institutions comply with the remuneration requirements in a manner that provides for an equivalent level of conditions for competition between the same categories of institutions.

82. According to the above, large (including significant) and more complex institutions and groups should have more sophisticated remuneration policies and risk measurement approaches, while small and less complex institutions and groups may implement simpler remuneration policies and approaches.

## 5. The identification process

83. It is the responsibility of institutions to identify the members of staff whose professional activities have a material impact on the institution's risk profile. All institutions should conduct annually a self-assessment in order to identify all staff whose professional activities have or may have a material impact on the institution's risk profile. The identification process should be part of the overall remuneration policy of the institution.

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<sup>24</sup> Please refer to guidelines for the identification process outlined in section 5.

84. The self-assessment should be based on the qualitative and quantitative criteria set out in Commission Delegated Regulation (EU) No 604/2014 and should include, where needed to ensure the complete identification of all staff whose professional activities have a material impact on the institution's risk profile, additional criteria set forth by the institution that reflect the levels of risk of different activities within the institution and the impact of staff members on the risk profile.
85. In accordance with Article 4 of Commission Delegated Regulation (EU) No 604/2014 regarding the quantitative criteria, the total remuneration awarded to staff in the preceding financial year should be taken into account to ensure that the identification can be performed at the beginning of the following financial year. When applying the quantitative criteria of Commission Delegated Regulation (EU) No 604/2014, institutions should take into account all monetary and non-monetary fixed and variable remuneration components awarded for professional services in the preceding financial year. For the fixed component these are the amounts that have been awarded and usually paid out in the preceding financial year. For the variable component these are the amounts that have been awarded in the preceding financial year for the complete previous accrual period, independent of the fact that only parts of the variable remuneration were paid out in the preceding financial year and other parts were deferred.<sup>25</sup> Routine remuneration packages that are not accounted for on an individual level should be taken into account based on the overall sum broken down by objective criteria to the individual staff member.
86. Institutions which award remuneration in a currency other than the euro should convert the thresholds set out in Article 4 of Commission Delegated Regulation 604/2014 as set out in Article 5 of that Regulation using either the internal exchange rate used for the consolidation of the accounts or the exchange rate used by the Commission for financial programming and the budget for the month where the remuneration was awarded<sup>26</sup>.
87. Where institutions apply Article 5(2) of Commission Delegated Regulation (EU) No 604/2014, they should assign all staff active in entities in the scope of prudential consolidation to the country where the individual exercises his or her predominant activity and apply the criteria in Article 4(1)(b) and (c) on a country by country basis to the staff assigned to a specific country.
88. Where the quantitative criteria are met, staff are identified staff, unless the institution applies Article 4(2) of Commission Delegated Regulation (EU) No 604/2014. In relation to criterion (a), in respect of staff who were awarded total remuneration of EUR 750 000 or more in the preceding financial year, or (b) of Article (4)(1) of Commission Delegated Regulation (EU) No 604/2014, the application of paragraph (2) of Article 4 of that Regulation is subject to the prior approval of the competent authority.

<sup>25</sup> E.g. for the identification in early 2016 the fixed remuneration awarded and paid in 2015 and the variable remuneration awarded in 2015 for the previous accrual period (e.g. 2014) will be added to calculate the amount to be used for the identification under the quantitative criteria.

<sup>26</sup> The exchange rates can be found on the website of the European Commission under: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

89. The self-assessment should be clear, consistent, properly documented and periodically updated during the year at least with regard to the criteria under Article 3 of Commission Delegated Regulation (EU) No 604/2014. Institutions should ensure that staff that fall or are likely to fall under the criteria in Article 3 for a period of at least three months in a financial year are treated as identified staff.
90. The following information should at least be included in the documentation of the self-assessment done regarding the identification of staff:
- a. the rationale underlying the self-assessment and the scope of its application;
  - b. the approach used to assess the risks emerging from the institution's business strategy and activities, including in different geographical locations;
  - c. how persons working in institutions and other entities within the scope of consolidation, subsidiaries and branches, including such located in third countries, are assessed;
  - d. the role and responsibilities of the different corporate bodies and internal functions involved in the design, oversight, review and application of the self-assessment process; and
  - e. the identification outcome.
91. Institutions should keep records of the identification process and its results and should be able to demonstrate to their competent supervisory authority how staff have been identified according to both the qualitative and quantitative criteria provided for in Commission Delegated Regulation (EU) No 604/2014 and any additional criteria used by the institutions.
92. The documentation of the self-assessment should at least include the number of identified staff including the number of staff identified for the first time, the job responsibilities and activities, the names or another unique identifier and the allocation within the institution of the identified staff to business areas and a comparison with the results of the previous year's self-assessment.
93. The documentation should also include staff members who have been identified under quantitative criteria, but whose professional activities are assessed as not having a material impact on the institution's risk profile, in accordance with Article 4 of Commission Delegated Regulation (EU) No 604/2014. Those assessments should be properly documented, including the rationale underpinning the applied exclusions. Institutions should maintain the documentation for an appropriate time period to enable the review by the competent authorities.

## 5.1 Notification and prior approval of exclusions

94. Where the institution determines according to Article 4(2) of Commission Delegated Regulation (EU) No 604/2014 that the professional activities of the staff member do not have a

material impact on the institution's risk profile and notifies the competent authority or applies for a prior approval, the following should apply:

- a. the management body should decide based on the performed analysis within the annual identification process if staff have in fact no material impact on the institution's risk profile and inform the supervisory function of the decision taken. The supervisory function or the remuneration committee when it is established should review the criteria and process under which the decisions are taken and approve the exemptions made;<sup>27</sup>
- b. any notification should be made without delay, but at the latest within six months after the end of the preceding financial year as to ensure that the competent authority has sufficient time for analysing the exclusions made and that the institution can take into account any objections raised by the competent authority and adjust the identification outcome accordingly;
- c. any application for prior approval should be made without delay, but at the latest within six months after the end of the preceding financial year. The competent authority should assess the application and approve or reject the application, to the extent possible, within a three-month period after receiving the complete documentation;
- d. where the staff member was awarded total remuneration of EUR 1 000 000 or more in the preceding financial year the competent authority should immediately inform the European Banking Authority about the application received and provide its initial assessment. On request the competent authority should immediately submit all information received by the institution to the EBA. The EBA will liaise with the competent authority to ensure that the criteria of Commission Delegated Regulation (EU) No 604/2014 are applied in a consistent way before the decision regarding the approval or rejection of the application is taken by the competent authority.

95. The prior approval under Article 4(5) of Commission Delegated Regulation (EU) No 604/2014 regarding exclusions of staff identified in relation to the criterion in point (b) of Article 4(1) of that Regulation should be granted only for a limited time period. The request for prior approval under Article 4(5) of Commission Delegated Regulation (EU) No 604/2014 should be made each year. With respect to staff for whom a decision on the application is taken for the first time, the prior approval should only concern the financial year in which the prior approval was requested and the following financial year. For staff for whom the application of Article 4(2) of Commission Delegated Regulation (EU) No 604/2014 has already been approved for the ongoing financial year, the prior approval should only concern the following financial year.

96. The notification of the application of exclusions under Article 4(4) of Commission Delegated Regulation (EU) No 604/2014, for staff identified in relation to the criterion in point (a) of

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<sup>27</sup> Please refer to paragraph 23 with regard to the approval of exemptions to the remuneration policy.

Article 4(1) of that Regulation, should be made annually, differentiating between exclusions in relation to the criteria in points (a) and (b) of Article 4(2) of that Regulation, but limited to staff who were not notified as being excluded in the previous accrual period in relation to the same criterion (e.g. where a staff member was excluded as the business unit is not material no notification is needed when the same staff member would still be active in the same business unit and the business unit is still not material).

97. Where identified staff would be excluded in subsidiaries which are not themselves subject to Directive 2013/36/EU, the competent authority is the competent authority of the parent institution. For branches of credit institutions where the head office is located in a third country the competent authority is the competent authority responsible for the supervision of institutions in the Member State where the branch is located.

98. Notifications and requests for prior approval should include all names or another unique identifier for identified staff for whom an exclusion should apply, the percentage of internal capital allocated in accordance with Article 73 of Directive 2013/36/EU to the business unit in which the staff member is active in and where required under Commission Delegated Regulation (EU) No 604/2014 the analysis of the impact of staff on the institution's risk profile for each identified staff member. Where identified staff are active in the same business unit and have the same function a joint assessment should be made.

## 5.2 Governance of the identification process

99. The management body has the ultimate responsibility for the identification process and the respective policy. The management body in its supervisory function should:

- a. approve the identification process policy as part of the remuneration policy;
- b. be involved in the design of the self-assessment;
- c. ensure that the assessment for the identification of staff is properly made in accordance with Directive 2013/36/EU, Commission Delegated Regulation (EU) No 604/2014 and these guidelines;
- d. oversee the identification process on an ongoing basis;
- e. approve any material exemptions from or changes to the adopted policy and carefully consider and monitor their effect;
- f. approve or oversee any exclusion of staff in accordance with Article 4(2) of Commission Delegated Regulation (EU) No 604/2014 where the institutions deem that the qualitative criteria defined in Commission Delegated Regulation (EU) No 604/2014 are not met by the staff, as they in fact do not have a material impact on the institutions' risk profile;
- g. periodically review the approved policy and, if needed, amend it.

100. Where a remuneration committee is established, it should be actively involved in the identification process in line with its responsibilities for the preparation of decisions regarding remuneration. Where no remuneration committee is established, the non-executive and where possible the independent members of the management body in its supervisory function should execute the respective tasks.
101. The independent risk management and independent compliance functions, the business support functions (e.g. legal, human resources) and the relevant committees of the management body (i.e. risk, nomination and audit committees) should be involved in the identification process in accordance with their respective role and also on an ongoing basis. In particular, where a risk committee is established, it should be involved in the identification process without prejudice to the tasks of the remuneration committee. Institutions should ensure a proper exchange of information among all internal bodies and functions involved in the identification process. The identification process and its result should be subject to an independent internal or external review.

### 5.3 Identification process on solo and consolidated level

102. The criteria included in Commission Delegated Regulation (EU) No 604/2014 and those additionally set by the institutions should be applied both by institutions on a solo basis, using the figures and considering the situation of the individual institution, and in addition by the consolidating institution on a consolidated and sub-consolidated basis as defined in points (48) and (49) of Article 4(1) CRR, including also all subsidiaries in the scope of prudential consolidation which are not themselves subject to CRD, using the consolidated figures and considering the consolidated situation and the impact on the institutions' risk profile on a consolidated basis. The same applies for the sub-consolidated level.
103. When applying the qualitative criteria in Article 3 of Commission Delegated Regulation (EU) No 604/2014 at consolidated or sub-consolidated level, staff members in a subsidiary are only captured if they are responsible for the functions referred to in these criteria on a consolidated or sub-consolidated basis. E.g. a staff member in a subsidiary who is a member of the management body of such subsidiary should be captured by the criterion set out in Article 3(1) of Commission Delegated Regulation (EU) No 604/2014 ('the staff member is a member of the management body in its management function') only if he or she is also a member of the management body of the EU parent institution.
104. The quantitative criteria within Article 4 of Commission Delegated Regulation (EU) No 604/2014 apply to all staff on a consolidated and sub-consolidated basis, including all subsidiaries in the scope of the prudential consolidation. E.g. staff in a subsidiary earning EUR 500 000 or more are therefore considered identified staff, unless they would be excluded under Article 4 (paragraphs 2 to 5) of these RTS.
105. When applying the qualitative criteria in Article 3 of Commission Delegated Regulation (EU) No 604/2014 on the solo level, institutions should identify the staff responsible for the

function named in the qualitative criteria; the main criterion for the identification is not the name of the function but the authority and responsibility conferred on the function.

## 5.4 Role of the consolidating institution

106. The consolidating institution should ensure the overall consistency of the group remuneration policies including the identification processes and the correct implementation on a consolidated, sub-consolidated and solo basis.

## 5.5 Role of subsidiaries

107. Institutions that are subsidiaries of a consolidating institution should implement within their remuneration policy the policy issued by the consolidating parent institution and the process for the identification of staff. All subsidiaries should actively participate in the identification process carried out by the consolidating parent institution. In particular, each subsidiary in the scope of prudential consolidation, including those not themselves subject to Directive 2013/36/EU, should provide the consolidating institution with all information necessary to properly identify all staff who have a material impact on the institutions' risk profile on a consolidated or sub-consolidated basis.

108. Subsidiaries that are not themselves subject to Directive 2013/36/EU are not required to perform an identification process on the solo level. For those subsidiaries the assessment should be performed by the consolidating institution, based on information provided by the subsidiary. Institutions falling within the scope of Directive 2013/36/EU (credit institutions and investment firms) should conduct their own self-assessment for the identification of staff on the solo level. Small and less complex institutions which are included in an identification process on a consolidated basis may delegate the practical application of the identification process on a solo level to the consolidating institution.

Branches in a Member State of credit institutions having their head office in a third country and institutions in a Member State which are subsidiaries of parent institutions in third countries should conduct the identification process and inform their parent institution of its results. Institutions in a Member State should also include their subsidiaries that fall in the scope of prudential consolidation and branches located in third countries in their assessment. For branches, the criteria for the identification should be applied in the same way to the functions, business activities and staff located in a Member State as they would be for an institution on an individual level.

## 6. Capital base

109. Institutions and competent authorities should ensure that the award, pay out and vesting of variable remuneration, including the application of malus and clawback arrangements, under the institutions' remuneration policy is not detrimental to maintaining a sound capital base.

110. When assessing if the capital basis is sound, the institution should take into account its overall own funds and in particular the Common Equity Tier 1 capital, the combined capital buffer requirement as defined in Article 128(6) of Directive 2013/36/EU and the restrictions on distributions set out in Article 141 of Directive 2013/36/EU which applies to the variable remuneration of all staff as well as the result of the internal capital adequacy assessment process. The requirements to maintain the combined capital buffer set out in Article 129 of Directive 2013/36/EU, including the restrictions on distributions set out in Article 141(2) and (3) of that Directive, apply also on a consolidated and sub-consolidated basis. Additionally, competent authorities should take into account the results of the supervisory review and evaluation process in line with the respective EBA guidelines.
111. Institutions should include the impact of variable remuneration - both upfront and deferred amounts - in their capital and liquidity planning and in their overall internal capital adequacy assessment process.
112. The total variable remuneration awarded by an institution must not limit the ability of the institution to maintain or restore a sound capital base in the long term and should consider the interests of shareholders and owners, depositors, investors and other stakeholders. Variable remuneration should not be awarded or paid out when the effect would be that the capital base of the institution would no longer be sound. In addition to the restrictions on distributions set out in Article 141 of Directive 2013/36/EU, the institution should consider these requirements when determining:
- a. the overall pool of variable remuneration that can be awarded for that year; and
  - b. the amount of variable remuneration that will be paid out or will be vesting in that year.
113. Institutions which do not have a sound capital basis or where the soundness of the capital base is at risk should take the following measures with regard to variable remuneration:
- a. reducing the variable bonus pool in line with Article 141 of Directive 2013/36/EU, including the possibility to reduce it down to zero;
  - b. apply the necessary performance adjustment measures, in particular malus;
  - c. use the net profit of the institution for that year and potentially for subsequent years to strengthen the capital base. The institution should not compensate for any reduction of the variable compensation made in order to ensure a sound capital basis in later years or by other payments, vehicles or methods which lead to a circumvention of this provision.
114. Competent authorities should intervene where the awarding of variable remuneration is detrimental to the maintenance of a sound capital base by requiring the institution to reduce or apply a cap to the overall pool of variable remuneration determined until the capital

adequacy situation improves; and if necessary to apply performance adjustment measures, in particular malus and require institutions to use net profits to strengthen own funds.

## Title II - Requirements regarding the structure of remuneration

### 7. Categories of remuneration

115. Under Directive 2013/36/EU, remuneration is either fixed or variable remuneration; there is no third category of remuneration. Where remuneration is variable and is paid to identified staff, all requirements of Article 94 of CRD have also to be met in addition to the general requirements contained in Article 92 thereof. For that purpose, institutions should allocate in line with these guidelines the components of remuneration to either fixed or variable remuneration and their remuneration policies should set out clear, objective, predetermined and transparent criteria to assign all remuneration components to either the fixed or variable categories in accordance with the criteria provided in Article 92(2)(g) of Directive 2013/36/EU and these guidelines.
116. Where the clear allocation of a component to the fixed remuneration is not possible based on the criteria provided in these guidelines, it should be considered as variable remuneration.
117. Remuneration is fixed where the conditions for its award and its amount:
- a. are based on predetermined criteria;
  - b. are non-discretionary reflecting the level of professional experience and seniority of staff;
  - c. are transparent with respect to the individual amount awarded to the individual staff member;
  - d. are permanent, i.e. maintained over a period tied to the specific role and organisational responsibilities;
  - e. are non-revocable; the permanent amount is only changed via collective bargaining or following renegotiation in line with national criteria on wage setting;
  - f. cannot be reduced, suspended or cancelled by the institution;
  - g. do not provide incentives for risk assumption; and
  - h. do not depend on performance.

118. Remuneration components that are either part of a general institution-wide policy where they meet the conditions listed in paragraph 117 or payments mandatory under national law, are considered as fixed remuneration. This includes payments which form part of routine employment packages as defined in these guidelines.
119. The following remuneration components should also be considered as fixed, where all similar situations are treated in a consistent way:
- a. remuneration paid to expatriate staff considering the cost of living and tax rates in a different country;
  - b. allowances used to increase the basic fixed salary in situations where staff work abroad and receive less remuneration than would be paid on the local employment market for a comparable position where all of the following specific conditions are met:
    - i. the allowance is paid on a non-discriminatory basis to all staff in a similar situation;
    - ii. the allowance is awarded because staff work temporarily abroad or in a different position with a remuneration level requiring adjustment to reflect pay levels in the relevant market;
    - iii. the level of additional payments is based on predetermined criteria;
    - iv. the duration of the allowance is tied to the duration of the situation referred to above.

## 8. Particular cases of remuneration components

### 8.1 Allowances

120. The variable and fixed remuneration of institutions may consist of different elements, including additional or ancillary payments or benefits. Institutions should analyse allowances<sup>28</sup> and allocate them to the variable or fixed component of remuneration. The allocation should be based on the criteria in section 7.
121. In particular where allowances are considered as fixed remuneration, but show any of the following features, the institution should duly document the results of the assessments made under section 7:
- a. they are paid only to identified staff members<sup>29</sup>;

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<sup>28</sup> The label may differ according to the institution: 'role based pay, staff allowance, adjustable role allowance, fixed pay allowance', etc.

<sup>29</sup> Being an identified staff member should not be considered as a role or function.

- b. they are limited to cases where the ratio between the variable and the fixed components of remuneration would otherwise exceed 100% (if applicable, up to 200% where approved by shareholders);
  - c. the allowances are linked to indicators that could possibly be understood as proxies for performance. In that case the institution should be able to demonstrate that these indicators are not linked to the performance of the institution, e.g. by analysing the correlation with the performance indicators used.
122. Where allowances are based on the role, function or organisational responsibility of staff, in order to be correctly mapped to the fixed component of remuneration they should meet the criteria set out in paragraph 117 taking into account all of the following particulars:
- a. the allowance is tied to a role or organisational responsibility and awarded as long as no material changes happen regarding the responsibilities and authorities of the role so that in fact the staff would have a different role or organisational responsibility;
  - b. the amount does not depend on any factors other than fulfilling a certain role or having a certain organisational responsibility and the criteria in paragraph 182;
  - c. any other staff member fulfilling the same role or having the same organisational responsibility and who is in a comparable situation would be entitled to a comparable allowance, without prejudice to paragraph 182 of these guidelines.
123. Competent authorities should ensure that allowances are not a vehicle or method that facilitates the non-compliance of institutions with the CRD.

## 8.2 Variable remuneration based on future performance

124. When the award of variable remuneration, including LTIPs, is based on past performance of at least one year, but also depends on future performance conditions, the following should apply:
- a. institutions should clearly set out to staff the additional performance conditions that have to be met after the award for the variable remuneration to vest;
  - b. institutions should assess before the vesting of variable remuneration that the conditions for its vesting have been met;
  - c. the additional forward-looking performance conditions should be set for a predefined performance period of at least one year;
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- d. when the additional forward looking performance conditions have not been met, up to 100% of the variable remuneration awarded under those conditions should be subject to malus arrangements;
- e. the deferral period should end at the earliest one year after the last performance condition has been assessed; all other requirements regarding the deferral of variable remuneration for identified staff set out in section 15 apply in the same way as to variable remuneration that is exclusively based on performance previous to its award;
- f. for the calculation of the ratio between the variable and the fixed component of the total remuneration, the total amount of the variable remuneration awarded should be taken into account in the financial year for which the variable remuneration, including LTIPs, was awarded. This should also apply when the past performance was assessed in a multi-year accrual period.

125. Where a prospective remuneration plan for variable remuneration, including LTIPs, is exclusively based on future performance conditions (e.g. where new staff receive an LTIP at the beginning of the first year of employment), the amount should be considered as awarded after the performance conditions have been met, otherwise no award should be made. Awarded amounts should be taken into account for the calculation of the ratio between the variable and the fixed component of the total remuneration in the financial year prior to their award. Where a specific number of instruments are awarded, they should exceptionally be valued for the purpose of the calculation of the ratio between the variable and the fixed component of the total remuneration with the market price or fair value determined at the time the prospective remuneration plan for variable remuneration was granted. Points (a) to (c) of paragraph 124 should apply. All other requirements apply in the same way as to variable remuneration, e.g. the deferral period starts after the award of the variable remuneration.

### 8.3 Carried interest payments

126. 'Carried interest' payments within the meaning of Article 4(1)(d) of the AIFMD are subject to the remuneration provisions of the AIFMD; paragraph 2 of Annex I of the AIFMD specifically includes carried interest in the definition of remuneration<sup>30</sup>. The ESMA guidelines on sound remuneration policies under the AIFMD apply<sup>31</sup>. For the purposes of these EBA guidelines and in particular of calculating the ratio between the variable and fixed components of

<sup>30</sup> Annex I, paragraph 2 of the AIFMD states that 'The principles set out in paragraph 1 shall apply to remuneration of any type paid by the AIFM, to any amount paid directly by the AIF itself, including carried interest, and to any transfer of units or shares of the AIF, made to the benefits of those categories of staff, including senior management, risk takers, control functions and any employee receiving total remuneration that takes them into the same remuneration bracket as senior management and risk takers, whose professional activities have a material impact on their risk profile or the risk profiles of the AIF that they manage' (emphasis added).

<sup>31</sup> ESMA/2013/232, available at: [http://www.esma.europa.eu/system/files/2013-232\\_aifmd\\_guidelines\\_on\\_remuneration\\_-\\_en.pdf](http://www.esma.europa.eu/system/files/2013-232_aifmd_guidelines_on_remuneration_-_en.pdf). On the specific treatment of carried interest under the AIFMD, see, in particular, paragraphs 10, 13 and 16 and 159 of the ESMA guidelines.

remuneration for staff identified under section 13 of these guidelines, the following should apply:

- a. all payments made by the alternative investment funds to these staff members through carried interest vehicles which are not representing a pro-rata return on the investment made by these staff members should be considered as variable remuneration and be valued at the time of their award;
- b. all payments made by the alternative investment funds to these staff members through carried interest vehicles which represent a pro-rata return on any investment by these staff members (through the carried interest vehicle) to the alternative investment fund should not be included in the calculation.

127. Dividends paid on vested shares or equivalent ownership interests that staff receive as shareholders or owners of an institution, are not part of remuneration for the purpose of these guidelines. However, such payments must not be used as a payment method for variable remuneration which would lead to a circumvention of the remuneration requirements established by the CRD.

## 8.4 Retention bonuses

128. Institutions should be able to substantiate their legitimate interest in awarding retention bonuses to retain an identified staff member. For example, retention bonuses may be used under restructurings, in wind-down or after a change of control.

129. A retention bonus must comply with the requirements on variable remuneration, including the ex post risk alignment, payment in instruments, deferral, retention, malus and clawback. Retention bonuses are based not on performance, but on other conditions (i.e. the circumstance that the staff member stays in the institutions for a predetermined period of time or until a certain event), hence ex ante risk adjustments are not necessary.

130. Retention bonuses should not be awarded to merely compensate for performance-related remuneration not paid due to insufficient performance or the institution's financial situation.

131. Institutions should set the retention period as a specific period of time or by defining an event when the retention condition should be met. The retention bonuses should be awarded after the retention period ends or the retention condition is met.

132. A retention bonus should be taken into account within the calculation of the ratio between the variable and the fixed remuneration as variable remuneration. The retention bonus should be taken into account either with an annual amount in each year of the retention period which is calculated on a linear pro rata basis independent of the fact that the full amount is awarded after the end of the retention period, or with the full amount when the retention condition is met. Where the exact length of the retention period is not known

upfront, the institution should set and duly document a period considering the situation and measures taken that justify the payment of a retention bonus. The calculation of the ratio should be based on the period set.

## 8.5 Discretionary pension benefits

133. Discretionary pension benefits are a form of variable remuneration. Where the terms of the company's pension scheme include pension benefits that are not based on performance and which are consistently granted to a category of staff, such pension benefits should not be considered discretionary, but should be considered as part of routine employment packages in line with the Section of these guidelines on definitions.
134. The institution should ensure that where a staff member leaves the institution or retires discretionary pension benefits are not paid without the consideration of the economic situation of the institution or risks that have been taken by the staff member which can affect the institution in the long term.
135. The full amount of discretionary pension benefits must be awarded, in accordance with Article 94(1)(o) of the CRD, in instruments referred to in point (l) of this article and:
- a. Where an identified staff member leaves the institution before retirement, the institution must hold the full amount of discretionary pension benefits in instruments at least for a period of five years without the application of pro rata vesting;
  - b. where identified staff member reaches retirement, a five-year retention period must be applied to the full amount paid in instruments.
136. Institutions should ensure that malus and clawback arrangements are applied in the same way to discretionary pension benefits as to other elements of variable remuneration.

## 9. Exceptional remuneration components

### 9.1 Guaranteed variable remuneration

137. Guaranteed variable remuneration can take several forms such as a 'guaranteed bonus', 'welcome bonus', 'sign-on bonus', 'minimum bonus', etc., and can be awarded either in cash or in instruments.
138. When awarding guaranteed variable remuneration in accordance with Article 94(1)(d) and (e) of Directive 2013/36/EU when hiring new staff, institutions are not permitted to guarantee variable remuneration for longer than the first year of employment. Guaranteed variable remuneration is exceptional and can only occur where the institution has a sound and strong capital base, in accordance with Article 94(1)(e) of that Directive and section 6 of these guidelines.

139. Institutions should only award once to the same single staff member guaranteed variable remuneration. This requirement should also apply at a consolidated and sub-consolidated level and includes situations where staff receive a new contract from the same institution or another institution within the scope of consolidation.
140. Institutions and competent authorities may not include the amount of guaranteed variable remuneration in the calculation of the ratio between the fixed and variable components of the total remuneration for the first performance period, where the guaranteed variable remuneration is awarded when hiring new staff before the first performance period starts.
141. As part of the arrangements guaranteeing this part of variable remuneration, institutions may not apply the requirements on malus and clawback arrangements to guaranteed variable remuneration. Institutions may pay out the full amount in non-deferred cash.

## 9.2 Compensation or buyout from previous employment contract

142. The compensation for the buyout of a previous contract should be awarded under the conditions defined in paragraph 138 of these guidelines.
143. Remuneration should be considered as being granted as compensation or for the buyout of a previous contract where the deferred variable remuneration of the staff member was reduced or revoked by the previous employer because of the termination of the contract. For remuneration packages relating to compensation or buyout from contracts in previous employment, all requirements for variable remuneration apply, including deferral, retention, pay out in instruments and clawback arrangements.

## 9.3 Severance pay

144. Institutions' remuneration policies should specify the possible use of severance payments, including the maximum amount or criteria for the determination of such amounts that can be awarded as severance pay to identified staff. Regular remuneration payments related to the duration of a notice period should not be considered as severance payments.
145. Institutions should have a framework in which severance pay is determined and approved, including a clear allocation of the responsibilities and decision-making powers and the procedural involvement of the control functions.
146. Severance payments should not provide for a disproportionate reward, but for an appropriate compensation of the staff member in cases of early termination of the contract. In accordance with Article 94(1)(h) of Directive 2013/36/EU severance payments must reflect performance achieved over time and must not reward failure or misconduct.

147. Severance pay should not be awarded where there is an obvious failure which allows for the immediate cancellation of the contract or the dismissal of staff.
148. Severance pay should not be awarded where a staff member resigns voluntarily in order to take up a position in a different legal entity, unless a severance payment is required by national labour law.
149. Severance payments may include redundancy remuneration for loss of office, and may be subject to a non-competition clause in the contract. In particular, in the following situations, additional payments made, because of the early termination of a contract, should be considered as severance payment:
- a. the institution terminates the contracts of staff because of a failure of the institution;
  - b. the institution wants to terminate the contract following a material reduction of the institution's activities in which the staff member was active in or where business areas are acquired by other institutions without the option for staff to stay employed in the acquiring institution;
  - c. the institution and a staff member agree on a settlement in case of a potential or actual labour dispute, to avoid a decision on a settlement by the courts.
150. Where institutions award severance pay, the institutions should be able to demonstrate to the competent authority the reasons for the severance payment, the appropriateness of the amount awarded and the criteria used to determine the amount, including that it is linked to the performance achieved over time and that it does not reward failure or misconduct.
151. When determining the amount of severance payments to be made, the institution should take into account the performance achieved over time and assess where relevant the severity of any failure. Identified failures should be distinguished between failures of the institution and failures of the identified staff as follows:
- a. failures of the institution should be considered when the total amount of the severance payments for staff is determined, taking into account the capital base of the institution; such severance payments should not be higher than the reduction of costs achieved by the early termination of contracts;
  - b. failures of identified staff should lead to a downward adjustment of the amount of severance pay which would otherwise be awarded when only the performance over time would be considered in the estimation of the severance pay, including the possibility for a reduction of the amount down to zero.
152. Failures of institutions include the following situations:

- a. where the institution benefits from government intervention or is subject to early intervention or resolution measures in accordance with Directive 2014/59/EU<sup>32</sup>;
  - b. where the opening of normal insolvency proceedings of the institution, as defined in Article 2(1)(47) of Directive 2014/59/EU, has been filed;
  - c. Where significant losses lead to the situation that the institution no longer has a sound capital basis and, following this, the business area is sold or the business activity is reduced.
153. Failures of identified staff should be assessed on a case-by-case basis, and includes the following situations:
- a. where a member of the management body is no longer considered as meeting appropriate standards of fitness and propriety;
  - b. where the identified staff member participated in or is responsible for conduct which resulted in significant losses for the institution, as defined in the institutions' remuneration policy;
  - c. where an identified staff member acts contrary to internal rules, values or procedures based on intent or gross negligence.
154. Severance payments should be considered as variable remuneration. The following amounts of severance payments should not be taken into account for the purpose of the calculation of that ratio and for the application of deferral and the pay out in instruments:
- a. severance payments mandatory under national labour law, mandatory following a decision of a court or calculated through a predefined generic formula set within the remuneration policy in the cases referred to in paragraph 149;
  - b. settlements made for the loss of office where they are subject to a non-competition clause ('gardening leave') in the contract and paid out in future periods up to the amount of the fixed remuneration which would have been paid for the non-competition period, if staff were still employed;
  - c. severance payments under paragraph 149, not fulfilling the condition in point (a) of this paragraph, where the institution has demonstrated to the competent authority the reasons and the appropriateness of the amount of the severance payment.

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<sup>32</sup> Directive 2014/59/EU of the European Parliament and of the Council of 15 May 2014 establishing a framework for the recovery and resolution of credit institutions and investment firms and amending Council Directive 82/891/EEC, and Directives 2001/24/EC, 2002/47/EC, 2004/25/EC, 2005/56/EC, 2007/36/EC, 2011/35/EU, 2012/30/EU and 2013/36/EU and Regulations (EU) No 1093/2010 and (EU) No 648/2012 of the European Parliament and of the Council (OJ L 173, 12.6.2014, p. 190).

155. When calculating the ratio between the variable and the fixed components of the total remuneration the following amounts of severance pay should be taken into account as variable remuneration for the purpose of the calculation of that ratio for the last performance period:
- a. the sum of any higher amounts than the fixed remuneration for the future periods under point (b) of paragraph 154;
  - b. any other severance pay not listed in paragraph 154.

## 10 Prohibitions

### 10.1 Personal hedging

156. Where an appropriate remuneration policy is aligned with risks it should be sufficiently effective and able to result in practice in a downward adjustment to the amount of variable remuneration awarded to staff and the application of malus and clawback arrangements.
157. Institutions should ensure to the extent possible that identified staff members are not able to transfer the downside risks of variable remuneration to another party through hedging or certain types of insurance, e.g. by implementing policies for dealing in financial instruments and disclosure requirements.
158. Identified staff should be considered to have hedged the risk of a downward adjustment in remuneration, if the identified staff member enters into a contract with a third party or the institution and either of the following conditions is met:
- a. the contract requires the third party or the institution to make payments directly or indirectly to the identified staff member that are linked to or commensurate with the amounts by which the staff member's variable remuneration has been reduced;
  - b. the identified staff member purchases or holds derivatives that are intended to hedge losses associated with financial instruments received as part of the variable remuneration.
159. Identified staff should be considered to have insured the risk of a downward adjustment where staff takes out an insurance contract with a stipulation to compensate them in the event of a downward adjustment in remuneration. This should in general not prevent taking out insurance to cover personal payments such as healthcare and mortgage instalments.
160. The requirement to not use personal hedging strategies or insurance to undermine the risk alignment effects embedded in their remuneration arrangements should apply to deferred and retained variable remuneration.

161. Institutions should maintain effective arrangements to ensure that the identified staff member complies with the requirements of this section. At least a declaration of self-commitment by the identified staff member that he or she will refrain from concluding personal hedging strategies or insurances for the purpose of undermining the risk alignment effects is necessary. Institutions' human resources or internal control functions should perform at least spot-check inspections of the compliance with this declaration with regard to the internal custodianship accounts. Random checks should at least include the internal custodianship accounts of identified staff. Notification to the institution of any custodial accounts outside the institution should also be made mandatory.

## 10.2 Circumvention

162. Institutions should ensure that variable remuneration is not paid through vehicles or methods which aim at or effectively lead to non-compliance with remuneration requirements for identified staff or, where such requirements are applied to all staff, with remuneration requirements for all staff. This includes arrangements between the institution and third parties where the staff member has a financial or personal interest in.

163. 'Circumvention' is the non-compliance with remuneration requirements and takes place if an institution is actually not meeting the objective and purpose of requirements when considered together, while formally the institution complies with the wording of the single remuneration requirements.

164. Circumvention takes place in the following circumstances, among others:

- a. where variable remuneration is considered as fixed remuneration in line with the wording of these guidelines, but not with its objectives;
- b. where variable remuneration other than guaranteed variable remuneration is awarded or vests although, effectively:
  - i. there has been no positive performance measured in line with Title IV of these guidelines by the staff member, business unit or institution;
  - ii. there is no effective risk alignment (i.e. ex ante or ex post risk adjustment); or
  - iii. the variable remuneration is not sustainable according to the institution's financial situation;
- c. where staff receive payments from the institution or an entity within the scope of consolidation which do not fall under the definition of remuneration, but are vehicles or methods of pay that contain an incentive for risk assumption or provide disproportionate returns on investments on instruments of the firm that are significantly different from conditions for other investors who would invest in such a vehicle;

- d. where staff receive payments from the institution or an entity within the scope of consolidation which do not fall under the definition of remuneration, but are vehicles or methods to circumvent the remuneration requirements (e.g. non-redeemable loan);
  - e. where fixed remuneration components are awarded as a fixed number of instruments and not as a fixed amount;
  - f. where staff are awarded remuneration in instruments or are able to buy instruments which are not priced at the market value or the fair value in the case of non-listed instruments and the additional value received is not taken into account in the variable remuneration;
  - g. where adjustments to fixed remuneration components are frequently negotiated and adjustments are in fact made to align the remuneration with the performance of staff;
  - h. where allowances are awarded at an excessive amount that is not justified for the underlying circumstances;
  - i. where remuneration is labelled as payment for early retirement and not taken into account as variable remuneration, where in fact the payment has the character of a severance pay, as it is made in the context of the early termination of the contract, or where in fact the staff member does not retire after such award is made or where the payments are not granted on a monthly basis.
165. Institutions should ensure that the method for measuring the performance has appropriate controls to ensure that the award criteria cannot be manipulated. Where such controls are not in place the variable remuneration is not appropriately linked to performance and the remuneration policy is not appropriately implemented and any payment of variable remuneration can lead to a violation of regulatory requirements. Possible manipulations include, for instance, courtesy decisions in the bilateral performance measurement process, e.g. where no objective standards exist for the decision-making process regarding staff members' goal attainment.
166. Institutions should not provide compensation for any reduction or restructuring of variable remuneration, e.g. made in the context of recovery and resolution measures or other exceptional government intervention, in later years or by other payments, vehicles or methods.
167. Institutions should not create group structures or offshore entities or contracts with persons that act on behalf of the institution in order to manipulate the outcome of the identification process and to circumvent the application of the remuneration requirements to staff to which these requirements should otherwise apply.
168. Where short-term contracts (e.g. one year) are used and renewed on a regular basis by institutions, competent authorities should review if such contracts form a vehicle or method of

circumvention of the remuneration requirements of Directive 2013/36/EU, e.g. as they would in fact create variable remuneration, and take appropriate measures to ensure that institutions comply with the requirements of Articles 92 and 94 of Directive 2013/36/EU.

169. Where remuneration is fixed remuneration according to the guidelines in section 7, but is paid out in instruments, institutions and competent authorities should consider if the instruments used turn the fixed component of remuneration to a variable component of remuneration as a link to the performance of the institution is established. Institutions should not use financial instruments as part of the fixed remuneration to circumvent variable remuneration requirements and the instruments used should not provide incentives for excessive risk taking.

## Title III – Remuneration of specific functions

### 11. Remuneration of members of the management and supervisory function of the management body

170. The remuneration of the members of the management body in its management function (hereafter ‘management function’) should be consistent with their powers, tasks, expertise and responsibilities.
171. In order to properly address conflicts of interest and without prejudice to paragraphs 172 and 173, members of the supervisory function should be compensated only with fixed remuneration. Incentive-based mechanisms based on the performance of the institution should be excluded. The reimbursement of costs to members of the supervisory function and the payment of a fixed amount for working hour or day, even if the time to be reimbursed is not predefined, are considered as fixed remuneration.
172. Where the supervisory function in exceptional cases is awarded variable remuneration, the variable remuneration and risk alignment should be strictly tailored to the assigned oversight, monitoring and control tasks, reflecting the individual’s authorities and responsibilities and the achievement of objectives linked to their functions.
173. Where variable remuneration is awarded in instruments, appropriate measures should be taken to preserve the independence of judgement of those members of the management body, including the setting of retention periods until the end of the mandate.

### 12 Remuneration of control functions

174. The internal control functions should be independent and have sufficient resources, knowledge and experience to perform their tasks with regard to the institutions' remuneration policy. The independent control functions should cooperate actively and regularly with each other and other relevant functions and committees with regard to the remuneration policy and risks which may arise from remuneration policies.
175. The remuneration of staff in the independent control functions should allow the institution to employ qualified and experienced personnel in these functions. The remuneration of independent control functions should be predominantly fixed, to reflect the nature of their responsibilities.
176. The methods used for determining the variable remuneration of control functions, i.e. risk management, compliance and internal audit function, should not compromise staff's objectivity and independence.

## Title IV – Remuneration policy, award and pay out of variable remuneration for identified staff

### 13. Remuneration policy for identified staff

177. Institutions must ensure that the remuneration policy for identified staff complies with all principles set out in Articles 92 and 94 and, where applicable, Article 93 of Directive 2013/36/EU.
178. Institutions should implement, for different categories of identified staff, specific remuneration policies and risk alignment mechanisms as appropriate to ensure that the impact of the category of identified staff on the institution's risk profile is appropriately aligned with their remuneration.
179. Where institutions consider paying out less than 100% of the fixed component of remuneration in cash, this decision should be well reasoned and approved as part of the remuneration policy.
180. Where an institution in the legal form of a stock corporation and in particular a listed institution applies a shareholding requirement to some categories of identified staff, in order to achieve a better alignment of the incentives provided to staff with the risk profile of the institution in the long term, the amount should be clearly documented in the institution's policies. When a shareholding requirement is applied, staff should hold a certain number of shares or nominal amount of shares as long as they are employed in the same position or a position of equal or higher seniority.

#### 13.1 Fully flexible policy on variable remuneration

181. Institutions must have a fully flexible policy on variable remuneration for identified staff, in accordance with Article 94(1)(f) of Directive 2013/36/EU. The amount of variable remuneration awarded should appropriately react to changes of the performance of the staff member, the business unit and the institution. The institution should specify how the variable remuneration reacts to performance changes and the performance levels. This should include performance levels where variable remuneration decreases down to zero. Unethical or non-compliant behaviour should lead to a significant reduction of the staff member's variable remuneration.
182. The fixed remuneration of identified staff should reflect their professional experience and organisational responsibility taking into account the level of education, the degree of seniority, the level of expertise and skills, the constraints (e.g. social, economic, cultural or other relevant factors) and job experience, the relevant business activity and remuneration level of the geographical location.
183. The amount of fixed remuneration must be sufficiently high in order to ensure that the reduction of the variable remuneration down to zero would be possible. Staff should not be dependent on the award of variable remuneration as this might otherwise create incentives for short-term-oriented excessive risk taking, including the mis-selling of products, where without such short-term risk taking the performance of the institution or staff would not allow for the award of variable remuneration.
184. The pay out of fixed remuneration in instruments, if any, should not impair the ability of the institution to apply a fully flexible policy on variable remuneration.

## 13.2 Ratio between fixed and variable remuneration

185. Institution should set in advance in their remuneration policy the appropriate level of the maximum ratio between the variable and fixed components of total remuneration for identified staff, in accordance with the limits and procedures provided in Article 94(1)(g) of Directive 2013/36/EU and national law, taking into account the business activities, the risks and the impact that different categories of staff have on the risk profile. Institutions may set different ratios for different jurisdictions, different business units, corporate and internal control functions and different categories of identified staff. The ratio set is the ratio between the variable component of remuneration that could be awarded as a maximum for the following performance period and the fixed component of remuneration of the following performance period.
186. The maximum ratio should be calculated as the sum of all variable components of remuneration that could be awarded as a maximum in a given performance year, including the amount to be taken into account for the retention bonus, divided by the sum of all fixed components of remuneration to be awarded in relation to the same performance year. In any case, all remuneration components should be correctly allocated to either variable or fixed remuneration in line with these guidelines. Institutions may omit some of the fixed

remuneration components, where they are not material, e.g. where proportionate non-monetary benefits are awarded.

187. In exceptional and duly justified cases, the remuneration policy may provide for a different ratio for individual identified staff members belonging to a certain category of staff compared with other staff members included in the same category of staff.
188. The ratios set between the variable and fixed remuneration components for categories of staff or single staff members should be approved by the management body in its supervisory function or, where required, by the shareholders' meeting. The ratio between the variable and fixed remuneration components should be set independent of any potential future ex post risk adjustments or fluctuation in the price of instruments.
189. The effective ratio should be calculated as the sum of all variable components of remuneration that have been awarded for the last performance year as set out in these guidelines, including amounts awarded for multi-year accrual periods, divided by the sum of fixed elements of remuneration awarded for the same performance year. For multiyear accrual periods that do not revolve annually, institutions may alternatively take into account in each year of the performance period the maximum amount of variable remuneration that can be awarded at the end of the performance period divided by the number of years of the performance period.
190. The effective ratio between variable remuneration awarded and fixed remuneration should increase with the performance achieved and include levels of awards that would only be achieved for performance which is 'above target' or 'exceptional'. The effective ratio must not exceed the maximum ratio set in accordance with Article 94(1)(g) of Directive 2013/36/EU, national law and the institution's remuneration policy.
191. When calculating the maximum or effective ratio, institutions should apply the EBA Guidelines on the applicable notional discount rate for variable remuneration under Article 94(1)(g)(iii) of Directive 2013/36/EU, only when Member States have implemented Article 94(1)(g)(iii) of Directive 2013/36/EU or when the ratio is calculated for identified staff of an institution located in a third country that is a subsidiary of an EU parent institution.

## 14. Risk alignment process

192. The risk alignment process includes the performance and risk measurement process (section 14.1); the award process (section 14.2); and the pay out process (section 15). At each stage of the risk alignment process the variable remuneration should be adjusted for all current and future risks taken. An institution should ensure that incentives to take risks are balanced by incentives to manage risk.
193. Institution should align the time horizon of the risk and performance measurement with the business cycle of the institution in a multi-year framework. Institutions should set the

accrual period and the pay out periods for remuneration at an appropriate length, differentiating between remuneration which should be paid upfront and remuneration that should be paid after deferral and retention periods. The accrual and pay out periods should take into account the business activity and position of the category of identified staff or in exceptional cases of a single identified staff member.

194. Within the risk alignment process an appropriate combination of quantitative and qualitative criteria in the form of absolute and relative criteria should be used at all stages to ensure that all risks, performance and necessary risk adjustments are reflected. Absolute performance measures should be set by the institution on the basis of its own strategy, including its risk profile and risk appetite. Relative performance measures should be set to compare performance with peers, either 'internal' (i.e. within the organisation) or 'external' (i.e. similar institutions). Quantitative and qualitative criteria and the applied processes should be transparent and as much as possible predefined. Both quantitative and qualitative criteria may partly rely on judgement.
195. Where judgemental approaches are used, institutions should ensure a sufficient level of transparency and objectivity when judgements are made by:
- a. setting a clear written policy outlining parameters and key considerations on which the judgement will be based;
  - b. providing clear and complete documentation of the final decision regarding the risk and performance measurement or applied risk adjustments;
  - c. involving relevant control functions;
  - d. considering the personal incentives of the staff making the judgement and any conflicts of interest;
  - e. implementing appropriate checks and balances, including e.g. making such adjustments within a panel involving staff from business units, corporate and control functions, etc.;
  - f. approving the assessment made by a control function or at an appropriate hierarchical level above the function making the assessment, e.g. at the management body in its management or supervisory function or at the remuneration committee.
196. Institutions should make the risk alignment process transparent to identified staff, including any judgemental elements.
197. Institutions should provide detailed information to the remuneration committee or to the supervisory function if the final outcome after applying judgemental measures is significantly different from the initial outcome using predefined measures.

## 14.1 Performance and risk measurement process

198. The variable remuneration of identified staff should be aligned to all risks and the performance of the institution, the business unit and the individual. The relative importance of each level of the performance criteria should be determined beforehand in the remuneration policies and adequately balanced to take into account the objectives at each level, the position or responsibilities held by the staff member, the business unit he or she is active in and current and future risks.

### 14.1.1 Risk assessments

199. The institution should define the objectives of the institution, business units and staff. These objectives should be derived from its business and risk strategy, corporate values, risk appetite and long-term interests and consider also the cost of capital and the liquidity of the institution. The institutions should assess the institution's business units' and identified staff members' achievements during the accrual period against their objectives.

200. Institutions should take into account all current and future risks, whether on or off balance sheet, differentiating amongst risks relevant for institution, business units and individuals. Though institutions usually bear all types of risk at institution-wide level, at the level of individual identified staff members or business units only some types of risk may be relevant.

201. Institutions should also use measures for risk alignment of remuneration where an exact quantification of the risk exposure is difficult, such as reputational and operational risk. In such cases the risk assessment should be based on suitable proxies, including risk indicators, capital requirements or scenario analysis.

202. In order to conservatively take into account all material risks at the institution and business unit levels, institutions should use the same risk measurement methods as used for internal risk measurement purposes, e.g. within the Internal Capital Adequacy Assessment Process (ICAAP) and in the institution's individual liquidity adequacy assessment. Institutions should take into account expected and unexpected losses and stressed conditions. For example, if an institution uses an Advanced Measurement Approach (AMA) to calculate its operational capital requirements, this methodology will already include high-severity losses and scenario analysis. Similarly, institutions' credit risk and market risk or economic capital models will also be incorporating stressed conditions.

203. The institutions should be able to demonstrate to the competent authority how the risk calculations are broken down by business units and different types of risks. The extent and quality of methods and models used within the ICAAP should be reflected by the institution in a proportionate way in the remuneration policy. More sophisticated ICAAP methods should lead to a more sophisticated variable remuneration policy, including risk-sensitive adjustment techniques.

### 14.1.2 Risk sensitive performance criteria

204. Institutions should set and document both quantitative and qualitative, including financial and non-financial, performance criteria for individuals, business units and the institution. The performance criteria should not incentivise excessive risk taking or mis-selling of products.
205. Institutions should use an appropriate balance between quantitative and qualitative as well as absolute and relative criteria.
206. The criteria used to measure risk and performance should be linked as closely as possible to the decisions made by the identified staff member and the category of staff members that is subject to the performance measurement and should ensure that the award process has an appropriate impact on staff's behaviour.
207. Performance criteria should include achievable objectives and measures on which the identified staff member has some direct influence. For example, variables at individual level for a lending officer could be the performance of loans originated or monitored by that person, while for the manager of a business unit it could be the performance of the management team of that unit. When assessing performance the effectively realised results and outcomes should be measured.
208. Quantitative criteria should cover a period which is long enough to properly capture the risk taken by identified staff members, business units and the institution and should be risk adjusted and include economic efficiency measures. Examples of performance criteria are risk-adjusted return on capital (RAROC), return on risk-adjusted capital (RORAC), economic profit, internal economic risk capital, net economic contribution, risk-adjusted cost of funding, risk figures derived from the internal capital adequacy assessment process or financial figures which relate to the budget of functions (e.g. for corporate function, including legal and human resources) or to their operational risk profile, or pure accounting adjustments.
209. Operating efficiency indicators (e.g. profits, revenues, productivity, costs and volume metrics) or some market criteria (e.g. share price and total shareholder's return) do not incorporate explicit risk adjustment and are very short-term and therefore not sufficient to capture all risks of the identified staff member's activities. Such performance criteria require additional risk adjustments.
210. Qualitative criteria (such as the achievement of results, compliance with strategy within the risk appetite and compliance track record) should be relevant at an institution, business unit or individual level. Examples of qualitative criteria are the achievement of strategic targets, customer satisfaction, adherence to risk management policy, compliance with internal and external rules, leadership, team work, creativity, motivation and cooperation with other business units, internal control and corporate functions.

### 14.1.3 Specific criteria for control functions

211. Where control functions' staff receive variable remuneration, it should be appraised and the variable part of remuneration determined separately from the business units they control, including the performance which results from business decisions (e.g. new product approval) where the control function is involved.
212. The criteria used for assessing the performance and risks should predominantly be based on the internal control functions' objectives. Variable remuneration for control functions should predominantly follow from control objectives, e.g. the Tier 1 ratio, the non-performing loan ratio, the non-performing loan recovery rate or audit findings. Their variable remuneration may be based also to some extent on the performance of the institution as a whole. The institution should consider setting a significant lower ratio between the variable and the fixed components of remuneration for control functions compared to the business units they control.
213. If the head of the risk management function (Chief Risk Officer or CRO) is also a member of the management body the principles set out in paragraphs 211 and 212 should also apply to the CRO's remuneration.

## 14.2 Award process

214. Institutions should set a bonus pool. When determining bonus pools or individual awards, institutions should consider all current risks, expected losses, estimated unexpected losses and stressed conditions associated with the institution's activities.
215. Variable remuneration should be awarded after the end of the accrual period. The accrual period should be at least one year. Where longer periods are used different accrual periods may overlap, for example if a year a new multi-year period starts each year.
216. After the accrual period, the institution should determine the individual identified staff members' variable remuneration by translating the performance criteria and risk adjustments into actual remuneration awards. During this award process the institution should adjust remuneration for potential adverse developments in the future ('ex ante risk adjustment').

### 14.2.1 Setting of bonus pools

217. Institutions should define one or more bonus pools for the period for which variable remuneration is awarded and calculate the overall institution-wide bonus pool as a sum of these bonus pools.
218. When setting the bonus pools, institutions should take into account the ratio between the variable and the fixed components of total remuneration applicable to categories of identified staff, performance and risk criteria defined for the overall institution, control objectives and the financial situation of the institution, including its capital base and liquidity. The performance indicators used to calculate the bonus pool should include long-term

performance indicators and take into account the realised financial results. A prudent use of accounting and valuation methods should be in place which ensures a true and fair evaluation of the financial results, capital base and liquidity.

219. The bonus pools should not be set at a certain level to meet remuneration demands.
220. Institutions should have appropriate processes and controls in place when determining the overall bonus pool.
221. Where institutions use a top-down approach, they should set the amount of the bonus pool at the level of the institution, which is then fully or partially distributed among the business units and control functions after the evaluation of their performance. The individual awards should subsequently be based on the assessment of the individual's performance.
222. Where institutions set the bonus pool in a bottom-up approach the process should start at the level of the individual staff member. Depending on the performance criteria by which the staff are assessed, a bonus pool allocation should be made for the staff member; the bonus pool of the business unit and the institution equals the sums of potential awards allocated to the respective subordinated levels. The institution should ensure that the institution's overall performance is appropriately taken into account.
223. When distributing the bonus pool to the level of the business unit or individual staff member, the allocation should be based as appropriate on predefined formulae and judgemental approaches. Institutions may use scorecards or other appropriate methods to combine different approaches.
224. When choosing the approach, institutions should take into account the following: formulae are more transparent and, therefore, lead to clear incentives, as the staff member knows all factors determining his or her variable remuneration. However, formulae may not capture all objectives, especially the qualitative ones, which can be better captured by judgemental approaches. The judgemental approach gives more flexibility to management and can, therefore, weaken the risk-based incentive effect of the performance-based variable remuneration. It should, therefore, be applied with appropriate controls and in a well-documented and transparent process.
225. Factors such as budget constraints, retention of staff and recruiting considerations, subsidisation among business units etc. should not dominate the distribution of the bonus pool as they can weaken the relationship between performance, risk and remuneration.
226. Institutions should maintain records on how the bonus pool and the staff's remuneration were determined, including how estimates based on different approaches were combined.

### 14.2.2 The ex ante risk adjustment in the award process

227. Institutions should determine the bonus pool and variable remuneration to be awarded based on an assessment of performance and risks taken. The adjustment for risks before the award is made ('ex ante risk adjustment') should be based on risk indicators and ensure that the variable remuneration awarded is fully aligned with the risks taken. The criteria used for the ex ante risk adjustment should be sufficiently granular to reflect all relevant risks.
228. Depending on the availability of risk adjustment criteria, institutions should determine at what level they apply ex ante risk adjustments to the calculation of the bonus pool. This should be at the level of the business unit or at the level of organisational substructures thereof, e.g. the trading desk or the individual staff member.
229. Risk alignment should be achieved by using risk-adjusted performance criteria, including performance criteria that are adjusted for risk based on separate risk indicators. Quantitative and qualitative criteria should be used.
230. The ex ante risk adjustments made by institutions, where based on quantitative criteria, should largely rely on existing measures within the institutions, used for other risk management purposes. Where adjustments to such measures are made within risk management processes, institutions should also make consistent changes in the remuneration framework. Quantitative criteria include:
- a. economic capital, economic profit, return on risk-weighted assets and return on allocated equity;
  - b. the cost and quantity of the capital required for the risks of its activities, whereas the distribution of capital costs should reflect the risk profile of the institution and the whole of the institution's equity should be fully allocated and charged;
  - c. the cost and quantity of liquidity risk assumed in the course of business;
  - d. indirect liquidity costs (i.e. mismatch liquidity costs, cost of contingent liquidity risk and other liquidity risk exposures that an institution may have).
231. When measuring the profitability of the institution and its business units, the measurement should be based on the net revenue where all direct and indirect costs related to the activity are included. Institutions should not exclude costs of corporate functions, e.g. IT costs, group overheads or discontinued businesses.
232. Institutions should make qualitative ex ante risk adjustments when determining the bonus pool and identified staff's remuneration through, for example, the use of balanced scorecards that explicitly include risk and control considerations such as compliance breaches, risk limit breaches and internal control indicators (e.g. based on internal audit results) or other similar methods.

## 15. Pay out process for variable remuneration

233. Institutions should pay the variable remuneration partly upfront and partly deferred and in an appropriate balance between equity, equity-linked and other eligible instruments and cash in accordance with Article 94(1) of Directive 2013/36/EU. Before paying out the deferred part of cash or the vesting of deferred instruments, a reassessment of the performance and, if necessary, an ex post risk adjustment should be applied to align variable remuneration to additional risks that have been identified or materialised after the award. This applies also where multi-year accrual periods are used.

## 15.1 Non-deferred and deferred remuneration

234. Institutions should implement a deferral schedule that appropriately aligns the remuneration of staff with the institution's activities, business cycle and risk profile and the activities of the identified staff members, so that a sufficient part of the variable remuneration can be adjusted for risk outcomes over time through ex post risk adjustments.

235. A deferral schedule is defined by different components:

- a. the proportion of the variable remuneration that is being deferred (section 15.2);
- b. the length of the deferral period (section 15.2);
- c. the speed at which the deferred remuneration vests, including the time span from the end of the accrual period until the vesting of the first deferred amount (section 15.3).

236. Institutions should take into account within the deferral schedule the form in which the deferred variable remuneration is awarded and should, where appropriate, differentiate their deferral schedules by varying these components for different categories of identified staff. The combination of these components should lead to an effective deferral schedule, in which clear incentives for long-term-oriented risk taking are provided by transparent risk alignment procedures.

## 15.2 Deferral period and proportion of deferred remuneration

237. The deferral period starts after the award is made (e.g. at the moment the upfront part of the variable remuneration is paid out). Deferral can be applied to both types of variable remuneration, cash and instruments.

238. When setting the actual deferral period and proportion to be deferred in accordance with the minimum requirements under Article 94(1)(m) of Directive 2013/36/EU institutions should consider:

- a. the responsibilities and authorities by identified staff and the tasks they performed;
- b. the business cycle and nature of the institution's activities;

- c. expected fluctuations in the economic activity and performance and risks of the institution and business unit and the impact of identified staff on these fluctuations;
  - d. the approved ratio between the variable and fixed components of the total remuneration and the absolute amount of variable remuneration.
239. Institutions should determine for which categories of identified staff deferral periods longer than the required minimum period of at least three to five years should be applied to ensure that the variable remuneration is aligned with the risk profile in the long term. Where longer multi-year accrual periods are used and where the longer accrual period provides more certainty about the risks that have materialised since the beginning of the accrual period, institutions should consider this fact when setting deferral and retention periods and may, where appropriate, introduce deferral periods that are shorter than the deferral periods which would be appropriate when a one-year accrual period would be used. The minimum requirement of a three-year deferral period applies in any case.
240. Significant institutions should in any case apply, at least for members of the management body in its management function and senior management, deferral periods of at least five years and defer a significant higher portion of the variable remuneration paid in instruments.
241. Institutions should set an appropriate portion of remuneration that should be deferred for a category of identified staff or a single identified staff member at or above the minimum proportion of 40% or respectively 60% for particularly high amounts.
242. Institutions should define what level of variable remuneration constitutes a particularly high amount, taking into account the average remuneration paid within the institution, the EBA remuneration benchmarking report and, where available, national and other remuneration benchmarking results and the thresholds set by competent authorities. When implementing the guidelines, competent authorities should set an absolute or relative threshold, considering the above criteria. Remuneration at or above that threshold should always be considered as being of a particular high amount.
243. Where institutions determine the proportion that is deferred by a cascade of absolute amounts (e.g. part between 0 and 100: 100% upfront; part between 100 and 200: 50% upfront and the rest is deferred; and part above 200: 25% upfront and the rest is deferred), institutions should be able to demonstrate to the competent authority that on an average weighted basis for each identified staff member the institution respects the 40% to 60% minimum deferral threshold and that the deferred portion is appropriate and correctly aligned with the nature of the business, its risks and the activities of the member of identified staff in question.
244. Where the general principles of national contract and labour law prevent the substantial reduction of variable remuneration where subdued or negative financial performance of the institution occurs, institutions should apply a deferral scheme and use instruments for the

award of variable remuneration that ensure that ex post risk adjustments are as far as possible applied. This may include any of the following:

- a. the setting of longer deferral periods;
- b. avoiding the use of pro rata vesting in situations where malus can be applied, but the application of clawback would be subject to legal impediments;
- c. awarding a higher portion of variable remuneration in instruments that are aligned to the performance of the institution and subject to sufficiently long deferral and retention periods.

### 15.3 Vesting of deferred remuneration

245. The first deferred portion should not vest sooner than 12 months after the start of the deferral period. The deferral period ends when the awarded variable remuneration has vested or where the amount was reduced to zero as malus was applied.
246. Deferred remuneration should either vest fully at the end of the deferral period or be spread out over several payments in the course of the deferral period in accordance with Article 94(1)(m) of Directive 2013/36/EU.
247. Pro rata vesting means for e.g. a deferral period of three years that at the end of years  $n+1$ ,  $n+2$  and  $n+3$ , one third of the deferred remuneration vests, with  $n$  being the moment at which the upfront part of awarded variable remuneration is paid.
248. Vesting should not take place more frequently than on a yearly basis to ensure a proper assessment of risks before the application of ex post adjustments.

### 15.4 Award of variable remuneration in instruments

249. The instruments used for the award of variable remuneration should contribute to the alignment of variable remuneration with the performance and risks of the institution.
250. Where instruments issued by an institution in the scope of consolidation under points (i) and (ii) of Article 94(1)(l) of the CRD are available, the variable remuneration should consist of a balance of different types of instruments. Institutions should, where such instruments are available, prioritise the use of instruments subject to bail-in, in line with the instruments set out in the RTS on instruments, and shares, rather than the use of value-based items like share-linked instruments.
251. The availability of instruments under Article 94(l)(i) of the CRD depends on the legal form of an institution:

- a. Shares, for institutions in the legal form of a stock corporation; and also share-linked instruments for non-listed stock corporations, are available; listed stock corporations must not use share linked instruments in line with the above mentioned Article.
  - b. For institutions which are non-stock corporations, ownership interests which are equivalent to shares, depending on the legal form of the institution, or non-cash instruments that are equivalent to share-linked instruments are available for the award of variable remuneration in instruments.
252. Share-linked or other equivalent non-cash instruments (e.g. stock appreciation rights, types of synthetic shares) are those instruments or contractual obligations, including instruments based on cash, whose value is based on the market price or, where a market price is not available, the fair value of the stock or equivalent ownership right and track the market price or fair value. All such instruments should have the same effect in terms of loss absorbency as shares or equivalent ownership interests.
253. The availability of 'other instruments' under Article 94(l)(ii) of Directive 2013/36/EU depends on whether an institution or an institution in the scope of consolidation has already issued such instruments and sufficient amounts of such instruments are available. Where institutions are primarily wholesale funded, or rely to a large extent on additional Tier 1, Tier 2 or bail-in-able debt to meet their capital requirements, such instruments should be available for the purposes of variable remuneration, provided that these 'other instruments' comply with Commission Delegated Regulation (EU) No 527/2014.
254. Where there are no specific factors or national laws that prevent the use of 'other instruments' under Article 94(l)(ii) of Directive 2013/36/EU, or factors that prevent institutions from issuing instruments in compliance with Commission Delegated Regulation (EU) No 527/2014, then such instruments should be used for the award of variable remuneration, where they are available.
255. Where both equity or equity-linked and other eligible instruments defined under Commission Delegated Regulation (EU) No 527/2014 are available, it is possible to pay variable remuneration as a balance of different instruments. In that case institutions must ensure that the portion of variable remuneration that is paid in instruments comprises an appropriate balance of instruments under point (i) and point (ii) of Article 94(1)(l) of Directive 2013/36/EU. Institutions should be able to demonstrate that they have taken into account the interests of shareholders, creditors, bondholders and other stakeholders when setting the balance between different instruments.
256. Instruments should be priced at the market price or their fair value on the date of the award of these instruments. This price is the basis for the determination of the initial number of instruments and for later ex post adjustments to the number of instruments or their value. Such valuations should also be done before the vesting to ensure that ex post risk adjustments are applied correctly and before the retention period ends. Small and non-complex institutions

that are not listed may establish the value of the ownership interests and ownership interest-linked instruments based on the last annual financial results.

257. Institutions may award a fixed number or nominal amount of deferred instruments using different techniques, including trustee depot facilities and contracts, provided that in every case the number or nominal amount of the instruments awarded is provided to identified staff at vesting, unless the number or nominal amount is reduced by the application of malus.
258. Institutions should not pay any interest or dividend on instruments which have been awarded as variable remuneration under deferral arrangements to identified staff; this means also that interest and dividends payable during the deferral period should not be paid to staff after the deferral period ends. Such payments should be treated as received and owned by the institution.
259. Competent authorities should not limit the possibility to use instruments under Article 94(1)(l) to such an extent that institutions cannot establish an appropriate balance between instruments under point (i) and point (ii) of Article 94(1)(l) of Directive 2013/36/EU.

## 15.5 Minimum portion of instruments and their distribution over time

260. The requirement to pay, in accordance with Article 94(1)(l) of Directive 2013/36/EU, at a minimum 50% of any variable remuneration in instruments, should be applied equally to the non-deferred and the deferred part and both parts should consist of a balance of instruments in line with the guidelines in section 17.4.
261. Institutions should prioritise the use of instruments rather than award variable remuneration in cash. Institutions should set the percentage which must be awarded in a balance of instruments in accordance with Article 94(1)(l) of Directive 2013/36/EU at or above 50% separately for the deferred and non-deferred parts of variable remuneration. Where institutions award a higher portion than 50% of the variable remuneration in instruments, they should prioritise a higher share of instruments within the deferred portion of the variable remuneration component.
262. The ratio of variable remuneration that is paid out in instruments should be calculated as the quotient between the amount of variable remuneration awarded in instruments and the sum of the variable remuneration awarded in cash and in other benefits. All amounts should be valued at the point of award unless stated otherwise in these guidelines.

## 15.6 Retention policy

263. The retention period applied to variable remuneration paid in instruments should be set at an appropriate length in order to align incentives with the longer-term interests of the institution.

264. The institution should be able to explain how the retention policy relates to other risk alignment measures and how they differentiate between instruments paid upfront and deferred instruments.
265. When setting the retention period, institutions should consider the overall length of the deferral and the planned retention period and the impact of the category of identified staff on the institutions' risk profile and the length of the business cycle relevant for the category of staff.
266. A longer retention period as applied in general to all identified staff should be considered in cases where the risks underlying the performance can materialise beyond the end of the deferral and standard retention period, at least for the staff with the highest impact on the institutions' risk profile.
267. For awarded instruments a retention period of at least one year should be set. Longer periods should be set in particular where ex post risk adjustments mainly rely on changes of the value of instruments which have been awarded. Where the deferral period is at least five years, a retention period for the deferred part of at least six months may be imposed for identified staff other than members of the management body and senior management for whom a minimum retention period of one year should be applied.

## 15.7 Risk adjustment

### 15.7.1 Malus and clawback

268. Malus or clawback arrangements are explicit ex post risk adjustment mechanisms where the institution itself adjusts remuneration of the identified staff member based on such mechanisms (e.g. by lowering awarded cash remuneration or by reducing the number or value of instruments awarded).
269. Without prejudice to the general principles of national contract or labour law, institutions must be able to apply malus or clawback arrangements up to 100% of the total variable remuneration in accordance with Article 94(1)(n) of Directive 2013/36/EU regardless of the method used for the payment, including deferral or retention arrangements.
270. Ex post risk adjustments should always be performance or risk related. They should respond to the actual risk outcomes or changes to persisting risks of the institutions, business line or staff's activities. They should not be based on the amount of dividends paid or the evolution of the share price.
271. Institutions should analyse whether their initial ex ante risk adjustments were sufficient, e.g. whether risks have been omitted or underestimated or new risks were identified or unexpected losses occurred. The extent to which an ex post risk adjustment is needed

depends on the accuracy of the ex ante risk adjustment and should be established by the institution based on back-testing.

272. When setting criteria for the application of malus and clawback in accordance with Article 94(1)(n) of Directive 2013/36/EU, institutions should also set a period during which malus or clawback will be applied. This period should at least cover deferral and retention periods. Institutions may differentiate between criteria for the application of malus and clawback. Clawback should in particular be applied when the identified staff member contributed significantly to the subdued or negative financial performance and in cases of fraud or other conduct with intent or severe negligence which led to significant losses.
273. Institutions should use at least the initially used performance and risk criteria to ensure a link between the initial performance measurement and its back-testing. Institutions should, in addition to the criteria set out in Article 94(1)(n)(i) and (ii) of Directive 2013/36/EU, use specific criteria including:
- a. evidence of misconduct or serious error by the staff member (e.g. breach of code of conduct and other internal rules, especially concerning risks);
  - b. whether the institution and/or the business unit subsequently suffers a significant downturn in its financial performance (e.g. specific business indicators);
  - c. whether the institution and/or the business unit in which the identified staff member works suffers a significant failure of risk management;
  - d. significant increases in the institution's or business unit's economic or regulatory capital base;
  - e. any regulatory sanctions where the conduct of the identified staff member contributed to the sanction.
274. Where malus can only be applied at the moment of vesting of the deferred payment, institutions may choose, where possible, to apply clawback after paying out or vesting of the variable remuneration.
275. Malus and clawback arrangements should lead to a reduction of the variable remuneration where appropriate. Under no circumstances should an explicit ex post risk adjustment lead to an increase of the initially awarded variable remuneration or, where malus or clawback was already applied in the past, to an increase of the reduced variable remuneration.

## 15.7.2 Implicit adjustments

276. Institutions should use instruments for variable remuneration where the price reacts to changes of the institution's performance or risk. The evolution of the stock price or the price of

other instruments should not be considered as a substitute for explicit ex post risk adjustments.

277. Where instruments were awarded and staff, after deferral and retention periods, sell these instruments or the instrument is paid out in cash at its final maturity, staff should be able to receive the amount due. The amount can be higher than the initially awarded amount where the market price or the instrument's fair value has increased.

## Title V – Institutions that benefit from government intervention

### 16. State support and remuneration

278. In line with section 6 of these present guidelines, where institutions benefit from exceptional government intervention, competent authorities and institutions should establish regular contacts with regard to the setting of the pool of possible variable remuneration and the award of variable remuneration to ensure compliance with Articles 93 and 141 of Directive 2013/36/EU. Any payment of variable remuneration should not endanger compliance with the established recovery and exit plan from exceptional government intervention.
279. The Communication from the Commission on the application, from 1 August 2013, of State aid rules to support measures in favour of banks in the context of the financial crisis (2013/C 216/01) should be applied within the remuneration policies. Any condition with regard to remuneration imposed on institutions when state aid has been approved by the Commission and granted and within any related acts should be reflected appropriately in the institutions' remuneration policy.
280. The variable remuneration of an institution's staff, including members of the management body, should not prevent an orderly and timely payback of the exceptional government intervention or the achievement of objectives set in the restructuring plan.
281. The institution should ensure that a bonus pool or the vesting and paying out of variable remuneration does not pose a detriment to the timely building up of its capital base and a decrease in its dependence on exceptional government intervention.
282. Without prejudice to any existing conditions imposed by the Member State or the Union with regard to remuneration, the relevant competent authority should set, for institutions that have been given exceptional government support, the percentage of the net revenue under point (a) of Article 93 of Directive 2013/36/EU that can be used for variable remuneration and assess if the variable remuneration is aligned with sound risk management and long-term growth and take measure to restructure the remuneration where necessary.
283. Strict limits to the variable remuneration of members of the management body should be applied in the context of restructuring remuneration within the meaning of point (b) of Article 93 of Directive 2013/36/EU when:

- a. the relevant competent authority requires the institution not to pay out variable remuneration for members of the management body from the date on which the exceptional government intervention was received or to apply malus and clawback to variable remuneration taking into account potential failures of the management body;
  - b. the relevant competent authority may require the institution not to award any variable remuneration to members of the management body as long as the exceptional government support is not yet paid back, or until a restructuring plan for the institution is implemented or accomplished. Such measures should be limited in time. The period during which the limits apply or the criteria for the application of such limits should be clearly recorded and communicated to the institution when government support is given.
284. In order to restructure remuneration in accordance with Article 93(b) of Directive 2013/36/EU in a manner aligned with sound risk management and long-term growth, competent authorities should require:
- a. where appropriate, limiting variable remuneration for members of the management body to amounts up to zero so that the variable remuneration has no considerable impact on the recovery of the institution;
  - b. to align performance measures used for determining variable remuneration with the recovery progress of the institution and the contribution of identified staff, including the management body in this regard;
  - c. to apply clawback and malus for earlier award periods as appropriate, in particular to staff who significantly contributed to the situation under which that institution required state aid;
  - d. to increase the percentage of variable remuneration which is deferred up to 100%;
  - e. to align the accrual and deferral periods with the recovery or restructuring phase and plans.
285. Institutions and competent authorities should take into account that there may be the need to provide for the possible award of variable remuneration to newly appointed members of the management body who are hired during the recovery or restructuring phase of the institution to ensure that suitable members of the management body can be appointed during that phase.

## Title VI – Disclosures by institutions and internal transparency

### 17. Requirements on disclosure

286. When disclosing information required by Article 450 of Regulation (EU) 575/2013, institutions should comply with the general principles included in Title I of Part Eight of that Regulation and the related 'EBA guidelines on materiality, proprietary and confidentiality and on disclosure frequency under Articles 432(1), 432(2) and 433 of Regulation (EU) 575/2013'<sup>33</sup>.
287. Article 432(1) and (2) of Regulation (EU) 575/2013 do not provide for the possibility of omitting an item of information from Article 450 of Regulation (EU) 575/2013 for materiality, proprietary or confidentiality reasons. The disclosure requirements in Article 450 must be complied with without prejudice to the requirements of Directive 95/46/EC<sup>34</sup>.
288. Without prejudice to Article 96 of Directive 2013/36/EU, institutions should make available the information on how they comply with the requirements of Articles 92 to 95 of Directive 2013/36/EU together with the disclosures required by Article 450 of Regulation (EU) 575/2013, and should ensure that the disclosures are easily accessible.
289. Institutions should ensure that the disclosures on remuneration provide appropriate cross-references to other information and disclosures which may be of relevance, to provide a complete view on all disclosures on remuneration policy and practices.
290. In accordance with Article 6(3) and Article 13(1) of Regulation (EU) 575/2013, disclosures are to be made on an individual basis by institutions unless they are a parent undertaking, or a subsidiary or included in the consolidation pursuant to Article 18 of Regulation (EU) 575/2013, on a consolidated basis by the consolidating institution and on an individual or sub-consolidated basis by significant subsidiaries of EU parent institutions. Subject to the condition in Article 13(3) being met, EU parent entities consolidated by a parent undertaking established in a third country may not have to provide disclosures required by Article 450 of Regulation (EU) 575/2013.
291. Disclosures should take into account the size of the institution and the nature, scope and complexity of its activities in line with section 4 of these guidelines. Small and non-complex institutions should comply with the disclosure requirements by providing information commensurate with their internal organisation and applied remuneration policy.
292. Information to be disclosed in accordance with Article 450 of Regulation (EU) 575/2013 and specified in these guidelines should be provided on an annual basis in a qualitative and quantitative section, illustrated by tables and charts where relevant to ease the understanding of users.

## 18. Policy and practices

<sup>33</sup> <http://www.eba.europa.eu/-/eba-publishes-final-guidelines-on-disclosure-requirements-for-the-eu-banking-sector>

<sup>34</sup> Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).

### **Article 450(1): remuneration policy**

293. Institutions should disclose and make available to all members of the management body detailed information regarding their remuneration policies and practices for identified staff. Institutions should adequately disclose externally and make transparent internally the approach, principles and objectives of compensation incentives. Institutions should also provide sufficient general information about the basic characteristics of their institution-wide remuneration policies and practices.
294. Where relevant, institutions should disclose significant differences of the remuneration policy for different categories of identified staff and a description of the regional scope of the institution's remuneration policies and relevant differences between regions or between different institutions within the scope of consolidation.
295. Where applicable, institutions should disclose an explanation of the link between the remuneration policy at group level and the remuneration policies applied at the parent institution level and at the (EU and foreign) subsidiary and branch level, stating, where applicable, the differences between the remuneration policies applicable at group, parent and subsidiary level. These disclosures should include for instance differences related to the ratio between the variable and fixed components of remuneration, the notional discount rate, remuneration plans and vehicles available or the remuneration instruments that can be awarded, and the reasons for those differences, as well as their impact on the determination of bonus pools for different business areas.
296. Institutions should outline any material changes made in the remuneration policy, including when they came into effect, the impact on the composition of variable and fixed remuneration components, and the governance process used to determine the remuneration policy.

### **Article 450 (1): identification of staff**

297. Institutions should disclose how they have applied the requirements on remuneration policies and variable remuneration, including the requirements set out in Commission Delegated Regulation (EU) No 604/2014.
298. Institutions should disclose the number of identified staff broken down by business area, senior management and other identified staff and an explanation of significant changes of these numbers.

### **Article 450(1) point (a): information about the decision-making process used for determining the remuneration policy**

299. Institutions should clearly set out the governance procedure relating to the development of the remuneration policy considering the specifications in Title I of these guidelines and information about the bodies that played a significant role in the development of the

remuneration policy, including their composition and mandate, such as the remuneration committee, risk committee and independent control functions.

300. Information should also be provided on the role of external consultants and all other relevant stakeholders, including shareholders, involved in the determination or the periodic review of the remuneration policy or whose advice has been sought.

#### **Article 450(1) point (b): information on link between pay and performance**

301. The information that institutions must disclose on how pay and performance are linked should include:

- a. main performance objectives;
- b. the scope of staff for whom variable remuneration is foreseen in the remuneration policy;
- c. how variable remuneration reacts to changes in the institution's performance.

#### **Article 450(1) point (c): most important design characteristics of the remuneration system**

302. The information that institutions must disclose on the design and structure of their remuneration system should include:

- a. the key features and objectives of the remuneration policy and processes and how it promotes sound and effective risk management;
- b. a description of the main quantitative and qualitative performance and risk metrics used for the assessment of performance of the institution, the business unit and individuals, how different metrics were combined and how current and future risks are taken into account;
- c. information on the criteria used to apply ex ante and ex post risk adjustment;
- d. a description of the different forms in which variable and fixed remuneration are paid, the respective forms (i.e. cash, equity, other capital instruments, short-term and long-term incentive plans) and amounts, and the rationale for using these different forms and for allocating them to different categories of identified staff, in particular for members of the management body in its management function and for staff in control functions;
- e. how the institution ensures that staff in control functions are remunerated independently of the business units they control;

- f. the categorisation of different remuneration components as variable or fixed remuneration, as well as the rationale for this classification in the case of fixed remuneration elements;
- g. the mechanisms used to adjust remuneration to take into account the long-term performance, including:
  - i. the parameters used to decide on the length of the deferral period and the ratio of deferred and non-deferred remuneration, and the vesting schedule and retention periods for different categories of identified staff, including the applied ratios and periods of deferral and retention, separate for different instruments awarded;
  - ii. the framework for applying ex ante and ex post performance adjustments, including the application of malus and clawback;
  - iii. shareholding requirements that may be imposed on identified staff;
- h. how proportionality is taken into account within the remuneration system and a reasoning outlining how remuneration policies are consistent with and promote sound and effective risk management;
- i. policies and criteria applied for the award of guaranteed variable remuneration and severance payments.

**Article 450(1) point (d): the ratios between fixed and variable remuneration set in accordance with Article 94(1)(g) of Directive 2013/36/EU**

303. Institutions should provide a tabular disclosure of the different ratios between the variable and fixed remuneration components of total remuneration implemented at the consolidated level, separate for the management body and where relevant by business area, corporate and internal control functions, with at least a breakdown between senior management and other identified staff, entities and geographical locations taking into account the business areas defined within the EBA Guidelines on the Remuneration Benchmarking Exercise.
304. Where the decision has been made to apply a higher ratio than 100% between the variable and fixed components of total remuneration of up to 200%, institutions should disclose:
- a. the percentage of voting rights represented and of shareholders' voting rights in favour of increasing the ratio or, depending on the applicable company law, the number and percentage of persons who are in favour of increasing the ratio instead of the voting rights where each person has one vote;

- b. the approved ratios, including, where the ratios differ between business areas, the respective ratio for each business area;
- c. the date of the decision.

305. In addition to information on ratios, institutions should disclose, if applicable, the following information on the application of the discount rate on a country-by-country basis:

- a. the extent to which the discount rate is used (the maximum being its application to 25% of the total variable remuneration or a lower percentage prescribed by the Member State); and
- b. the number of identified staff for whom the discount rate has been applied to their variable remuneration.

**Article 450(1) point (e): information on the performance criteria on which the entitlement to shares, options or variable components of remuneration is based**

306. Institutions must disclose information on the specific performance indicators used to determine the variable components of remuneration and criteria used to determine the balance between different types of instruments awarded, including shares, equivalent ownership interests, share-linked instruments, equivalent non cash-instruments, options and other instruments under Commission Delegated Regulation (EU) No 527/2014.

**Article 450(1) point (f): the main parameters and rationale for any variable component scheme and any other non-cash benefits**

307. The information that institutions must disclose on the main parameters and rationale for any variable component scheme and any other non-cash benefits should include long-term incentive plans and the details of any remuneration element which is considered to be a non-routine remuneration practice, including for instance the use of role- or position-based allowances and discretionary fringe benefits, as well as the conditions under which such allowances or benefits can be withdrawn or changed in value.

## 18.1 Aggregate quantitative information

308. When providing quantitative information on remuneration as required by points (g) to (h) of Article 450(1) of Regulation (EU) 575/2013 and paragraph 2 of that Article by business area, institutions should report the information separately for each of their major business areas, including investment banking, retail banking and asset management, and aggregated for (i) all other business areas, (ii) the management body in its management and supervisory function, (iii) internal control functions and (iv) corporate functions.

309. The above information should be broken down by senior management and other identified staff.

310. Institutions should also disclose the aggregate figures on the total number of staff and their total remuneration broken down into the fixed and variable remuneration components.
311. Significant institutions should disclose the quantitative information required in Article 450(1)(h) of Regulation (EU) 575/2013 at the level of members of the management body as separate aggregated figures for the members of the management body in its management function and for the members of the management body in its supervisory function.
312. When publishing quantitative information as required by points (g), (h) and (i) of Article 450(1) of Regulation (EU) 575/2013, institutions should take into account the information to be collected by competent authorities under the EBA Guidelines on the Remuneration Benchmarking Exercise<sup>35</sup>. Under point (h)(iii) of Article 450(1) of Regulation (EU) 575/2013, institutions should disclose the unvested amount of outstanding deferred remuneration and separately the amount that has vested in the previous financial year. When disclosing the amount of severance payments awarded under point (h)(vi) of Article 450(1) of Regulation (EU) 575/2013, institutions should disclose separately the amount awarded and already paid during the financial year and the amount deferred and how severance payments were taken into account in the calculation of the ratio between the variable and the fixed remuneration.

## 18.2 Internal transparency

313. The remuneration policy of an institution should be internally disclosed to all staff and accessible for all staff at all times. In addition institutions should ensure that information regarding the remuneration policy which is disclosed is available internally. Confidential quantitative aspects of the remuneration of single staff members are not subject to internal disclosure.
314. Staff should be informed about the characteristics of their variable remuneration, as well as the process and criteria that will be used to assess the impact of their activities on the risk profile of the institution and their variable remuneration. In particular the appraisal process with regard to the individual's performance should be properly documented and should be transparent to the staff concerned.

## Title VII - Requirements for competent authorities

### 19. Remuneration policies

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<sup>35</sup> Published on the EBA website under: <http://www.eba.europa.eu/documents/10180/757286/EBA-GL-2014-08+%28GLs+on+remuneration+benchmarking+%29.pdf/9d87c18b-ed79-4ceb-a3f6-64928cc26065>

315. Competent authorities should ensure, taking into account these guidelines, the EBA guidelines on the applicable notional discount rate and the EBA guidelines on the supervisory review process, that institutions comply with the requirements on remuneration policies set out in Directive 2013/36/EU, Regulation (EU) 575/2013, Commission Delegated Regulation (EU) No 604/2014 and Commission Delegated Regulation (EU) No 527/2014, including that they have appropriate remuneration policies for all staff and for identified staff. Competent authorities should apply a risk-based approach when supervising the remuneration policies of institutions.
316. Without prejudice to other supervisory and disciplinary measures and sanctions, competent authorities should require institutions to take adequate actions in order to remedy any identified deficiencies. Where institutions do not comply with such request, appropriate supervisory measures should be taken.
317. Competent authorities should ensure that institutions align their remuneration policy and practices to the business strategy and the long-term interest of the institution taking into account its business and risk strategy, corporate culture and values, and risk profile.
318. Competent authorities should ensure that institutions' remuneration policies, practices and processes are appropriate and review, in addition to the reviews required under the EBA guidelines on the supervisory review process, in particular:
- a. the governance arrangements and processes for designing and monitoring the remuneration policy;
  - b. that appropriate exchange of information among all internal bodies and functions, including within the group, involved in designing, executing and monitoring the remuneration policy, is carried out;
  - c. the process developed for conducting the annual review of the remuneration policies and practices and its main results;
  - d. that a remuneration committee with sufficient powers and resources to perform its functions is established where required;
  - e. the impact of the remuneration policy and practices on the conduct of business, including advising and selling of products to different customer groups;
  - f. that remuneration policies are taken into account within the internal capital adequacy assessment process and the liquidity planning and vice versa.
319. As part of the above reviews competent authorities should in particular, but not only :
- a. use the minutes of the deliberation of the supervisory function on remuneration policies, in particular with respect to the results of the oversight over the institution's

- remuneration systems design and processes and the tasks conducted by the remuneration committee;
- b. use the minutes of the remuneration committee and other committees, including the risk committee, involved in the oversight of the remuneration system's design and operation;
  - c. hold meetings with members of the institution's management body and other relevant functions.
320. Competent authorities should ensure that institutions supervised on a consolidated and sub-consolidated basis have implemented a remuneration policy at the group level, including subsidiaries which are not themselves subject to Directive 2013/36/EU, that is consistent within the group, including for the purposes of the determination of identified staff.
321. Competent authorities should ensure that the institutions' identification process includes the qualitative and quantitative criteria set out in Commission Delegated Regulation (EU) No 604/2014 and that they are applied appropriately on an individual, sub-consolidated and consolidated level, including subsidiaries which are not themselves subject to Directive 2013/36/EU and that notifications and requests for prior approval are processed in accordance with these guidelines. Competent authorities should be satisfied with the overall outcome of the identification process and should assess if all staff members whose activities have or may have a material impact on the institution's risk-profile have been identified and that any exclusions of staff from the category of identified staff, where staff were only identified by the quantitative criteria under Article 4 of Commission Delegated Regulation (EU) No 604/2014, are well-reasoned and that the respective processes set out in these guidelines and requirements of Commission Delegated Regulation (EU) No 604/2014, including notifications and necessary prior approvals, have been complied with.

## 20. Specific forms of remuneration

322. With regard to specific forms of remuneration under section 8 of these guidelines, competent authorities should, without prejudice to Section 20:
- a. review any guaranteed variable remuneration arrangements (amount, duration, conditions, etc.);
  - b. check whether an institution has a framework in place to determine and approve severance payments;
  - c. assess whether the objectives for control function staff are function specific;
  - d. review the remuneration of members of the management and supervisory function of the management body.

## 21. Variable remuneration

323. Competent authorities should review:

- a. the performance and risk assessment and alignment process and the appropriateness of its time horizon;
- b. the appropriate combination of quantitative and qualitative criteria used to measure performance and risk and determine whether:
  - i. the criteria are aligned with the institution's objectives;
  - ii. they are realistic compared with the individual's, business unit's and institution's objectives;
  - iii. the individual criteria are appropriate to measure the individual's performance;
- c. whether internal control functions, in particular the risk management function, are appropriately involved in the determination of ex ante risk adjustments;
- d. the appropriateness of the top-down and bottom-up approaches used to calculate the bonus pool;
- e. whether the institution is complying with the limitation of the ratio between the variable and fixed components of the total remuneration and the capping of its overall bonus pool to the limits set by Article 141 of Directive 2013/36/EU;
- f. the time horizon of the applicable deferral and retention schedules and how it relates to the business cycle of an institution;
- g. the combination of shares or equivalent ownership interests or share-linked and equivalent non-cash instruments that the institution uses to meet the 50% threshold referred to in Article 94(1)(l) of Directive 2013/36/EU to ensure that it adequately reflects the long-term interests of the institution;
- h. whether explicit ex post risk adjustments are based on the performance assessment of the staff member, business unit and institution and the criteria used to measure the performance of the staff member;
- i. whether malus and clawback have been appropriately applied to both the cash and equity part of the deferred and non-deferred variable remuneration and the criteria on which malus and clawback rely;
- j. that variable remuneration is not paid through vehicles or methods which aim at or effectively lead to non-compliance with remuneration requirements for identified staff or, where applicable, for all staff.

## 22. Disclosure

324. Competent authorities should review the public disclosures on remuneration made by institutions in accordance with Article 96 of Directive 2013/36/EU, Article 450 of Regulation (EU) 575/2013 and these guidelines, and should establish for which institutions a regular review of disclosures should be performed.

325. In addition to the benchmarking of remuneration practices required under Article 75(1) of Directive 2013/36/EU and the exercise on data collection regarding high earners under Article 75(3) of that Directive, competent authorities should require periodic (or ad hoc) supervisory reporting on remuneration disclosures as appropriate in order to monitor the development of remuneration practices within institutions and in particular within significant institutions.

## 23. Colleges of supervisors

326. Colleges of supervisors established pursuant to Article 116 of Directive 2013/36/EU should discuss remuneration issues in line with the supervisory review process, taking into account the additional areas of supervisory review required under these guidelines.

## Annex 1 - MAPPING OF THE REMUNERATION REQUIREMENTS INCLUDED IN DIRECTIVE 2013/36/EU AND REGULATION (EU) 575/2013 AND THEIR SCOPE OF APPLICATION

Remuneration requirements: Articles 74 and 92 to 96 of DIRECTIVE 2013/36/EU and Article 450 of REGULATION (EU) 575/2013	All staff (institution-wide including identified staff)	Mandatory for identified staff; institutions should consider applying the requirements to all staff	Comments
Art. 74	x		
Art. 92	x		
Art. 93	x		
Art. 94(1)(a)		x	
Art. 94(1)(b)		x	
Art. 94(1)(c)	x		
Art. 94(1)(d)	x		
Art. 94(1)(e)	x		
Art. 94(1)(f)		x	
Art. 94(1)(g)		x	
Art. 94(1)(g)		x	
Art. 94(1)(g)		x	Application of the discount rate is not mandatory
Art. 94(1)(h)		x	
Art. 94(1)(i)		x	
Art. 94(1)(j)	x		
Art. 94(1)(k)	x		
Art. 94(1)(l)		x	
Art. 94(1)(m)		x	
Art. 94(1)(n)		x	
Art. 94(1)(o)		x	
Art. 94(1)(p)		x	
Art. 94(1)(q)		x	The circumvention provisions should be applied to all staff regarding elements which are applied to all staff
Art. 95	Obligatory for significant institutions, other institutions should consider establishing such a committee		
Art. 96	x		
Art. 450 CRR	Identified staff and all staff as set out in these guidelines		

## Annex 2 – Information with regard to the approval of higher ratios

<b>Institution name</b>	<i>text</i>
<b>Legal Entity Identifier</b>	<i>text</i>
<b>Number of staff (end of the last financial year)</b>	<i>number</i>
<b>Number of identified staff (outcome of the last identification process)</b>	<i>number</i>
<b>Balance sheet total (end of the last financial year)</b>	<i>number</i>
<b>Decision taken</b>	<i>dd/mm/yyyy</i>
<b>Decided ratio</b>	<i>number (percentage)</i>
<b>Where different ratios within the institution were approved, please provide the business areas and approved percentages as free text and the maximum approved ratio above</b>	<i>text</i>