

Compensation and Benefits Policy

Purpose

[Name of the Company](#) believes in giving its workforce security and the benefits set out in government law. It also aims to manage compensation properly, with the right controls and monitoring.

The company is responsible for explaining the compensation and benefits each employee is entitled to during their service. This policy sets out the full guidelines.

Scope

This policy applies to every employee, whatever their department, role, job location or rank.

Administration / Responsibility

The board of directors and the HR department handle compensation administration.

The company will make sure every employee receives at least the minimum pay required by state, central or regional law. Employees may also receive incentives on top of their basic salary, based on their conduct, experience and performance at work.

Constituents

Compensation and benefits fall into two groups. The first covers core pay items: gross pay, basic pay, net pay and income tax deductions. The second covers overtime, leave, bonuses, medical insurance, incentives and similar extras.

Annual Guaranteed Pay

Annual Guaranteed Pay is the fixed minimum amount an employee receives for their service. It includes basic wage, differentials, allowances and premiums, and it is set according to role, designation and department.

Benefits

If unplanned events or natural disasters occur, the company will support employees with benefits such as paid time off and medical and social security insurance.

Bonus

Bonuses are paid based on performance evaluation. An employee receives one bonus a year, and it will not exceed [percent](#)% of their total annual fixed wage.

Equity-Based Options / Compensation

Equity compensation is paid in company shares instead of cash. It includes stock options, restricted stock and performance shares.

Variable Pay

Variable pay covers bonuses, incentives and similar rewards. They are decided after reviewing an employee's performance over a set period.

Non-Monetary Benefits

These rewards meet needs that money does not. What an employee receives depends entirely on their position. Examples include:

- In-house and on-site training plans
- A day off in recognition of finishing projects before the deadline
- Recognition of employees within their department
- Work from home or flexible working hours

Termination and Severance Pay

Employment can end for several reasons, including poor performance or misconduct. The company will pay severance where the law requires it and the Board of Directors approves. Accrued payments such as leave encashment and gratuity will also be paid.

Payroll Administration

[Name of the Company](#) guarantees to transfer salaries on the [Date](#) of each month, and no later. In extreme situations or during a system failure, this may not be possible. Once normal service is restored, payroll will be transferred immediately.

Promotion and Advancement Policies

[Name of the Company](#) encourages career development and advancement for all employees. Promotions are based on job performance and skills. Employees who are interested can discuss their goals with their supervisor or the HR head.

Non-Discrimination

The organization does not discriminate on the basis of caste, creed, color, religion, nationality or gender. Pay is equal for everyone in the same designation and job role.

Acknowledgment

By accepting employment terms with the organization, employees confirm that they have read this policy and agree to follow it.

Dissemination

A copy of this policy will be shared on the web portal, the mobile application and in common areas.