

Remuneration Policy for Employees

There should be fairness and equity in the remuneration package for different jobs that require different levels of knowledge, abilities, scope of responsibility. These requirements are stated in job specifications and description and should determine the relative job worth. Remuneration of the employee depends on the position of the job or grade of the job with respect to the organization hierarchy. The remuneration of employees shall also be based on the market rate of matched job profiles.

The total remuneration package for employees shall consist of the direct payment to employees, perquisites, and the benefits in kind accorded based on job grading assigned. Care should be taken to distinguish benefits for employees as benefits in kind and not as perquisites as there are different tax implications involved.

Reason for the policy

This policy will ensure that the group remain competitive in attracting, hiring, and retaining talented employees.

Definitions

Direct payments are salaries, allowances, incentives, awards, increments, bonuses, and ex-gratia payments.

Benefits in kind are benefits that are purchased by the Company for the personal enjoyment of employees or groups of employees. They are not directly convertible into money by any employee although there is a monetary value attached.

Perquisites can be in cash or in kind and involve the provision of a benefit that is directly convertible to cash i.e. it can be resold. Examples are employee's income tax, electricity and telephone bills, child tuition or school fees, domestic help, gardener, driver and club membership.