

EMPLOYMENT COMPLIANCE AUDIT REPORT

PREPARED FOR:

Sample Construction Ltd
Royal Road, Port Louis

Submission Date: 21 December 2025

1.0 EXECUTIVE SUMMARY

We have conducted a compliance review of your payroll and HR records against the **Workers' Rights Act 2019** and the **Remuneration Regulations 2019 (Construction Industry)**.

Our audit highlights critical financial risks related to base salary underpayment and overtime calculation errors. Please find the summary of risks below.

1.1 Compliance Risk Dashboard

| RISK AREA | FINDING | IMPACT | RATING |
|--------------------|-----------------------------------|------------------------------|----------|
| Remuneration Order | Base salary below statutory floor | Back-pay claims + 5x Penalty | CRITICAL |
| Overtime (WRA) | Saturday calculation incorrect | Arrears due since Jan | HIGH |
| Contracts | 2 Files missing signatures | Risk of permanent status | MEDIUM |

2.0 DETAILED FINDINGS & RECTIFICATION

Finding 2.1: Base Salary Underpayment (RO Violation)

Our audit identified the following employees receiving a basic salary below the **Remuneration Regulations 2019** statutory floor (Rs 16,500) for their grade.

| Employee Name | Role / Grade | Current Pay | Required | Deficit |
|---------------|-----------------|-------------|-----------|------------|
| A. Persand | Mason (Grade A) | Rs 15,000 | Rs 16,500 | (Rs 1,500) |
| V. Ragoo | Mason (Grade A) | Rs 15,500 | Rs 16,500 | (Rs 1,000) |
| S. Lall | Carpenter | Rs 14,000 | Rs 16,500 | (Rs 2,500) |

Total Monthly Liability: Rs 5,000 (excluding arrears & penalties)

Finding 2.2: Missing Contracts (WRA Section 8)

We could not locate signed 'Statement of Particulars' for the following staff:

- | | |
|----------------------------|------------------|
| 1. J. Doe (General Worker) | Joined: Jan 2024 |
| 2. M. Smith (Site Clerk) | Joined: Mar 2024 |

Recommendation: Issue the attached 'Standard Employment Contract' immediately.

3.0 LEGAL EXTRACTS & REFERENCES

The following laws are cited as the basis for the non-compliance findings in this report.

A. Remuneration Regulations 2019 (Construction Industry)

First Schedule (Regulation 3) - Monthly Basic Wages

"Category: Artisan (Grade A) ... Mason ... 1.0 Years of Service ... Minimum Monthly Wage: Rs 16,500"

B. Workers' Rights Act 2019 - Section 24 (Overtime)

"(2) Where a worker performs work on a public holiday... or in excess of the stipulated hours... (a) he shall be remunerated at not less than 1.5 times the notional hourly rate for every hour of work performed."

4.0 NEXT STEPS

1. Update payroll parameters for Oct 2025 to reflect Rs 16,500 base pay.
2. Calculate arrears for Jan-Sep 2025 and propose a repayment plan to staff.
3. Issue missing contracts using the templates provided in the Compliance Pack.
4. Monitor attendance this month using the new Excel Register.

End of Report