

**Compensation & Benefits Policy**  
**Company Name: NMT**  
**Version: 2025-01**  
**Effective Date: 07 December 2025**  
**Region: Global (EN)**

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## **1. Purpose and Scope of the Policy**

The purpose of this Compensation & Benefits Policy is to establish a structured, fair, and transparent framework governing employee compensation and benefits at NMT. This policy ensures that compensation practices reflect organizational values, attract and retain talent, and support global operational excellence. It applies to all employees across NMT's global locations, regardless of employment type or organizational level.

The policy outlines how compensation is determined, reviewed, communicated, and aligned with performance, market conditions, and legal requirements. It also details the benefits offered to employees as part of NMT's commitment to supporting holistic well-being.

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## **2. Core Compensation Principles**

### **2.1 Fairness**

- Ensure equitable pay for employees performing similar roles with comparable experience, skills, and performance levels.
- Conduct regular internal equity assessments to prevent pay disparities and address inconsistencies promptly.

### **2.2 Competitiveness**

- Offer compensation packages that meet or exceed prevailing market standards to attract and retain skilled talent.
- Utilize industry and regional benchmarking to ensure salary structures remain competitive and aligned with evolving market conditions.

### **2.3 Transparency**

- Clearly communicate compensation structures, salary bands, and benefit programs to employees.
- Provide employees access to relevant information regarding pay ranges, benefits eligibility, and review cycles.

### **2.4 Compliance**

- Adhere to applicable labor laws, tax regulations, wage standards, and employment regulations across all jurisdictions.
  - Conduct regular compliance reviews to ensure that compensation and benefits practices meet evolving legal requirements.
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### **3. Salary Structures**

#### **3.1 Bands / Grades**

NMT utilizes a tiered salary band structure to ensure consistency and clarity across levels:

- Entry Level
- Mid-Level
- Senior Level
- Executive Level

Each band is defined by competencies, responsibilities, and expected performance outcomes.

#### **3.2 Market Benchmarking**

- Conduct comprehensive market surveys annually to compare NMT salaries against industry peers and geographical trends.
- Adjust salary bands and compensation structures as required to maintain competitiveness and organizational alignment.

#### **3.3 Pay Equity**

- Perform periodic pay equity audits to identify disparities related to gender, region, or role.
  - Implement corrective measures promptly to ensure fairness and compliance with equal pay standards.
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### **4. Pay Review Process**

#### **4.1 Annual Cycle**

- Formal salary reviews occur in Q4 each year.
- Approved compensation changes take effect on January 1 of the subsequent year.

## **4.2 Mid-Year Adjustments**

- Considered for significant changes in role, job responsibilities, or material shifts in market conditions.
- Subject to leadership approval and documented justification.

## **4.3 Probation Raises**

- Salary adjustments may be awarded upon successful completion of probation, based on performance and role alignment.
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## **5. Bonus & Incentive Programs**

### **5.1 Performance-Based Bonuses**

Annual bonuses are linked to both individual performance outcomes and organizational results, promoting shared accountability for success.

### **5.2 Project-Based Bonuses**

Awarded for successful completion of major initiatives, critical deliverables, or projects that significantly contribute to departmental or organizational goals.

### **5.3 Recognition Awards**

Non-monetary recognition programs celebrate exceptional contributions, innovation, collaboration, or demonstration of NMT values.

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## **6. Benefits**

### **6.1 Healthcare**

Comprehensive medical, dental, and vision plans designed to support employee health and preventive care needs.

### **6.2 Retirement**

Retirement savings programs with company contributions or matching provisions, aligned with regional requirements and best practices.

### **6.3 Wellbeing**

Access to wellness initiatives such as gym memberships, mental health resources, and personal well-being programs.

## **6.4 Insurance**

Coverage includes life insurance, accidental death, and disability insurance to support employees and their families in unforeseen circumstances.

## **6.5 Allowances**

Programs may include travel, relocation, mobility support, and other allowances related to job requirements or geographical considerations.

## **6.6 Perks**

Additional benefits such as employee discounts, flexible work arrangements, learning and development opportunities, and culture-building initiatives.

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# **7. Leave Entitlements Connected to Compensation**

## **7.1 Parental Leave**

Paid leave for primary and secondary caregivers in accordance with regional laws and NMT's internal parental leave standards.

## **7.2 Sick Pay**

Employees are entitled to paid sick leave without reduction in salary, consistent with local regulations and internal policies.

## **7.3 Disability Coverage**

Short- and long-term disability benefits may be provided to ensure income continuity during medical or health-related absences.

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# **8. Geographic / Remote Work Adjustments**

- Compensation may be adjusted based on local cost-of-living indices, regulatory differences, and competitive market data for each geography.
  - Remote work compensation models are reviewed regularly to ensure equity across distributed teams.
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# **9. Compliance with Labor Law & Global Standards**

- Conduct regular compliance reviews to ensure adherence to local labor laws, wage standards, and global regulations.

- Maintain documentation of compensation decisions, audits, and benefits administration for internal and external audit readiness.
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## **10. Roles and Responsibilities**

### **10.1 HR**

- Implement and maintain compensation policies, structures, and benefits programs.
- Conduct market benchmarking, equity audits, and compliance reviews.

### **10.2 Managers**

- Communicate compensation structures and changes to employees.
- Conduct performance evaluations and provide rationale for pay decisions.

### **10.3 Employees**

- Understand their compensation package and seek clarification when needed.
- Provide constructive feedback on compensation and benefits programs.

### **10.4 Compensation & Benefits Committee**

- Review and recommend annual updates to compensation and benefits policies.
  - Oversee governance and ensure alignment with organizational strategy.
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## **11. Documentation Requirements**

- Maintain accurate records of performance evaluations, salary reviews, and benefits enrollment.
  - Document all compensation changes, approvals, and communications in compliance with audit and regulatory standards.
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## **12. Continuous Improvement and Employee Feedback Mechanisms**

- Conduct annual employee feedback surveys to gather insights into compensation and benefits satisfaction.
- Use survey results to identify opportunities for enhancement and integrate improvements into annual policy reviews.

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### 13. Examples of Salary Bands

1. Entry Level
  2. Mid-Level
  3. Senior Level
  4. Executive Level
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### 14. Case Scenarios

- **Promotion Raise:** An employee receiving a salary adjustment following elevation to a role with increased responsibility.
  - **Performance Bonus:** An individual exceeding performance expectations and earning a bonus aligned with company results.
  - **Relocation Allowance:** Employees relocating for business needs receive financial support to cover relocation expenses.
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### 15. Sample Communication Template

**Subject:** Pay Adjustment Notification

Dear [Employee's Name],

I would like to inform you that following our recent performance review, your salary has been adjusted to reflect your contributions and continued growth within NMT.

Effective **[Insert Date]**, your new salary will be **[Insert New Salary]**.

Please reach out if you have any questions regarding this adjustment.

Best regards,  
[Manager's Name]  
[Manager's Title]

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### 16. Checklist for Managers Before Pay Review Meetings

1. Review employee performance evaluations.

2. Gather relevant market benchmarking data.
3. Assess internal pay equity.
4. Prepare justification for any proposed adjustments.
5. Schedule and conduct a private meeting with the employee.

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#### **17. Benefits Categories Summary Table**

Category	Description
Healthcare	Medical, dental, and vision coverage
Retirement	Savings plans with company match
Wellbeing	Wellness programs and gym memberships
Insurance	Life and disability insurance
Allowances	Travel and relocation allowances
Perks	Discounts and flexible work arrangements

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This Compensation & Benefits Policy outlines NMT's commitment to fair, transparent, and competitive compensation practices that support employee development while aligning with organizational goals and global standards.