

# Compensation & Benefits Policy

## 1. Objective:

To outline the compensation and benefits structure provided to employees in alignment with company goals and market standards.

## 2. Compensation Structure:

- Base Salary: Determined based on role, experience, and market benchmarks.
- Performance Bonuses: Awarded based on individual and team performance metrics.
- Salary Reviews: Conducted annually or bi-annually based on performance and market trends.

## 3. Benefits:

- Health Insurance: Comprehensive coverage including medical, dental, and vision.
- Retirement Plans: Company-sponsored retirement savings plans with matching contributions.
- Paid Time Off: Includes annual leave, sick leave, and public holidays.
- Wellness Programs: Access to mental health support, fitness programs, and wellness resources.
- Professional Development: Reimbursement for training, certifications, and educational programs.

## 4. Eligibility:

- All full-time employees are eligible for compensation and benefits as per their employment contract.
- Part-time and contract employees may receive prorated or limited benefits.

## 5. Administration:

- HR is responsible for managing compensation and benefits programs.
- Employees may contact HR for queries or updates regarding their benefits.

## 6. Policy Review:

- This policy is reviewed annually to ensure competitiveness and compliance with legal standards.