

LTC-Hack Limited

Compensation and Benefits Policy

Effective Date: Thursday, July 24, 2025

1. Purpose

This policy establishes clear guidelines regarding compensation structure, salary management, allowances, and employee benefits to ensure fairness, transparency, and competitiveness at LTC-Hack Limited.

2. Scope

Applies to all full-time and part-time employees. Some provisions may not apply to contract workers or interns.

3. Compensation Structure

3.1 Salary Components

Component	Percentage / Value	Payment Frequency
Basic Salary	40% of CTC	Monthly
House Rent Allowance (HRA)	20% of CTC	Monthly
Special Allowance	18% of CTC	Monthly
Provident Fund (PF)	12% of Basic Salary	Monthly
Gratuity	4.81% of Basic Salary	As per law
Performance Bonus	₹50,000/year (avg)	Annually
Medical Insurance	Up to ₹4,00,000/family	Annual premium paid

CTC = Cost to Company (Total Annual Compensation)

3.2 Annual Increment

- Standard annual increment: **7% of Basic Salary**
- Additional increment based on exceptional performance: **up to 12%**

3.3 Overtime Pay

- Overtime above 45 hours/week: **1.5x standard hourly wage**
- Employees must get written supervisor approval for overtime.

4. Benefits

4.1 Health & Insurance

- Group Medical Insurance: **Up to ₹4,00,000/family/year**
- Personal Accident Insurance: **₹10,00,000/employee/year**
- Outpatient Reimbursement: **Up to ₹10,000/employee/year**

4.2 Leave Benefits

- **12 days** Sick Leave per year
- **8 days** Casual Leave per year
- **1.5 days/month** Earned Leave (max 30 days carry-forward)
- **26 weeks** Maternity Leave
- **15 days** Paternity Leave

4.3 Retirement Benefits

- Provident Fund (PF): **12% of Basic** contributed by both employer and employee
- Gratuity: **4.81% of Basic Salary**, payable after **5 years** continuous service

4.4 Performance Bonus

- Annual bonus based on review: **₹50,000 – ₹2,00,000/year**

4.5 Allowances

- Travel Allowance: **Up to ₹2,500/month**
- Communication Allowance: **₹1,000/month**
- Meal Vouchers: **₹100/workday** (max ₹2,200/month)

4.6 Other Benefits

- Learning & Development Fund: **₹20,000/year** for job-related courses/certifications
- Employee Assistance Program: Free counseling services (confidential)
- Flexible Work Arrangements: Work-from-home and flextime options

5. Payroll Administration

- Salary is paid on or before the **5th** of every month.

- Deductions (e.g., PF, PT, TDS) as per statutory requirements.
- Payslips provided electronically via HR system.

6. Statutory Compliance

- All compensation and benefits are in accordance with Indian labor laws.
- Statutory deductions (PF, ESI, Gratuity, Income Tax) reflect current legal rates.

7. Review & Amendment

This policy will be reviewed **annually** (or as required by law) and updated in consultation with management and HR.

8. Contact

For questions or clarification, employees may contact the HR department at hr@lthack.com.