

## 1. Salary and compensationSchedule

Employees are paid monthly on the last business day of the month.

In the case of a national or company-recognized holiday, payments will be made on the preceding business day.

## 2. Salary and compensation Method

Salaries are deposited directly into the employee's registered bank account.

Employees are responsible for ensuring their bank account information is up-to-date.

Any changes to banking details must be submitted via HR at least 10 business days before the next payment cycle.

## 3. Overtime work and Bonuses

Overtime work is compensated at 1.5x the standard hourly rate and will be included in the following month's paycheck.

Performance bonuses, if applicable, are paid quarterly, based on metrics defined by management and communicated in advance.

## 4. Deductions

The following deductions may apply to employee salaries:

Taxation: Income tax as per legal requirements.

Benefits Contributions: Contributions toward health insurance, retirement plans, and other agreed-upon benefits.

Absence Penalties: Unjustified absences may result in deductions as per the company's absence policy.

## 5. Salary and compensation Adjustments

Annual Adjustments: Salaries are reviewed annually and adjusted based on performance and market standards.

Promotions: Salary adjustments for promotions are effective from the start of the following month.

Cost-of-Living Adjustments (COLA): Any COLA will be implemented as per company policy.

## 6. Probation Period and Temporary Contracts

During the probation period (typically 90 days), salaries are paid as per the agreed rate in the contract.

Temporary employees are paid at the end of their contract or as otherwise specified in their agreements.

## 7. Discrepancies and Disputes

Any issues with salary calculations must be reported to HR within 5 business days of payment.

Discrepancies will be reviewed, and adjustments will be made in the next payment cycle if required.

## 8. Confidentiality

Salary information is confidential and must not be shared with colleagues.

Breach of salary confidentiality is a violation of company policy and may result in disciplinary action.

## 9. Remote Work Stipends

Remote employees may be eligible for a monthly remote work stipend to cover home office expenses. Eligibility and amounts are outlined in the remote work policy.