

SAPO 010 -WAGES POLICY

- It is committed to provide wages to workers that meet at the least the legal minimum wage or industry benchmark and is sufficient to meet workers basic needs and provide discretionary income.
- All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures will be recorded.
- It is committed to pay the legally required premium rates for overtime work ie., 200%
- We do not engage piece rate workers. In future, if engaged, the workers on piece work will receive at least the minimum legal wage, regardless of production quotas.
- Our facility commits to pay legally required overtime wages for work performed on a rest day and/or a legal holiday. All legally required benefits and social insurance as part of the worker's total compensation package will be provided.
- It is committed to provide annual leave or leave encashment, maternity leave, legal holidays and any other legally required leave to employees.
- An accurate and transparent payroll system is implemented in our facility.
- Actively updating laws, regulations and industry benchmarks regarding wages, paid leave, and legally mandated benefits and deductions are maintained
- Wages are paid in cash or thru the bank, at the discretion of the employees.
- It is ensured that provision of legally required social security, insurance benefits are done. Any contributions from workers' wages are described in workers' payslips.
- The legal deduction such as Provident Fund and ESI are done.
- The process in place to make sure that punitive wage deductions are not used
- Workers are not fined for production mistakes, damaged machinery or no deduction done for personal protective equipment provided.




Director & COO