

WAGES POLICY

Wages should be enough to meet workers' basic living needs and leave the worker with some discretionary income. Where the legal minimum wage or local industry benchmark is not enough to cover workers basic needs, the employer should strive towards paying a living wage.

The utmost committed of Lalan Rubbers (Pvt) Ltd is to provide wage to workers that meet at least the legal minimum wage or industry benchmark and is sufficient to meet workers basic needs and provide discretionary income.

Making sure that workers are paid a living wage and at least the legal minimum wage rates for regular and overtime hours worked will help to comply with the law, avoid penalties and meet our customers' requirements. There can also be business benefits, such as:

- a) Higher worker motivation, morale and productivity.
- b) Making it easier to attract and retain qualified workers.
- c) Allowing workers to send their children to school help ensure a more qualified future workforce.
- d) Strengthening the company's reputation in the local community and in the industry.

Apart from that the company is committed to fulfill below to ensure employees are paid satisfactory living wage;

- To pay the legally required premium rates for overtime work performed on a rest day and/or a legal holiday.
- To provide all legally required benefits and social insurance as part of the worker's total compensation package.
- To provide annual leave, sick leave, maternity leave, legal holidays and any other legally required leave.
- Implementing an accurate and transparent payroll system.
- Maintaining and actively updating laws, regulations and industry benchmarks regarding wages, paid leave, and legally mandated benefits and deductions.
- Collecting and updating information on the basic cost of living in the local community. This means understanding the cost of basic education, housing, and food to make sure workers can afford these at the basic wage level and still end up with a little extra money.

HR department should make sure these policies are carried out through the company, Meet regularly with managers and supervisors to oversee implementation of the wage and benefits policies and should regularly communicate all wage-related information to workers in order to respond worker feedback and complaints.

Signature (CEO):.....

Date: 19.06.2018