



## WAGES EQUALITY POLICY

### 1. Purpose

The purpose of this policy is to ensure **fair, transparent, and non-discriminatory compensation practices** in the organization by providing equal pay for equal work, irrespective of gender, caste, religion, age, or any other protected category.

### 2. Scope

This policy applies to all:

- Permanent, temporary, contractual employees.
- Apprentices, trainees, and interns.
- Workers at all levels and across all departments.

### 3. Policy Statement

The organization is committed to:

- Providing **equal pay for equal work** based on skills, responsibilities, and performance.
- Eliminating wage discrimination in all forms.
- Ensuring compliance with applicable wage laws (e.g., Equal Remuneration Act, Minimum Wages Act, Payment of Wages Act, and other local labour laws).

### 4. Guiding Principles

1. **Non-Discrimination:** No employee will face wage disparity based on gender, caste, religion, disability, marital status, or social background.
2. **Equal Pay for Equal Work:** Employees performing substantially similar work, requiring similar skills, effort, and responsibility, under similar working conditions, will receive equal wages.
3. **Transparent Salary Structures:** All roles will have well-defined pay scales and grade structures.
4. **Periodic Reviews:** HR will conduct regular wage audits to ensure fairness.

### 5. Wage Determination Factors

Wages will be determined based on:

- Job role, responsibility, and skill requirement.



- Qualifications and experience.
- Performance and productivity.
- Market competitiveness and industry benchmarks.

## 6. Prohibited Practices

- Paying different wages for the same or similar work on the basis of gender or other discriminatory factors.
- Denying benefits, allowances, or incentives unequally.
- Classifying jobs unfairly to evade wage equality standards.

## 7. Implementation & Responsibilities

- **HR Department:** Ensure wage structures are fair, documented, and compliant.
- **Finance/Payroll Team:** Process salaries in line with approved wage structures.
- **Managers:** Ensure equal opportunities for increments, promotions, and incentives.
- **Employees:** Raise concerns through the **Grievance Redressal Mechanism** if wage inequality is observed.

## 8. Monitoring & Review

- HR will conduct **annual wage audits** to check compliance.
- Findings will be reported to management and corrective action will be taken.
- Policy will be reviewed every **2 years** or earlier if legal updates require.

## 9. Disciplinary Action

Any violation of this policy, including deliberate wage discrimination, will be treated as **serious misconduct** and will attract disciplinary measures as per company rules.

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