Steel Strips Wheels Limited

# Wage & Working Benefits Policy

Document Number: SSWL/P&A/31

Classification: Internal

Address:

Steel Strips Wheels Ltd

S.C.O 49-50, Sector 26, Madhya Marg,

Chandigarh-160019, India

**CONTROLLED COPY**



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

**Document Control**

| | |
|---|---|
| **Document Name** | Wage & Working Benefits Policy |
| **Document Number** | SSWL/P&A/31 |
| **Effective Date** | 1st April, 2025 |
| **Issue No.** | 01 |
| **Revision No.** | 01 |
| **Next Review Date** | 01.04.2027 |
| **Classification** | Internal |
| **Custodian Department** | P&A Department |
| **Prepared By** | Lead PM & Strategy |
| **Approved By** | General Manager-P&A |

**Revision History**

| Revision | Requested By | Revision Date | Sections modified/ Summary of Changes | Approved By |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

## 1. Purpose & Objective:

Steel Strips Wheels Limited **strictly adheres to all applicable national and state minimum wage laws** as prescribed under the **Minimum Wages Act, 1948**, and other relevant labour legislations. The company ensures that every employee receives wages that meet or exceed the legally mandated minimum wage requirements as notified by the respective government authorities from time to time. Furthermore, the wage structure is periodically reviewed and revised in compliance with statutory provisions and market conditions to maintain fairness and competitiveness.

This policy enables employees to understand the different kinds of benefits they are eligible for depending on their employment status in the company. This policy defines employee eligibility for mandatory and supplementary benefits as defined in the respective employment contracts.

The purpose of this policy is to provide an overview of the primary benefits and regulations governing employee compensation and benefits.

## 2. Scope and Applicability:

This policy applies to all employees of **Steel Strips Wheels Limited** across all locations.

**Commitment to Fair Wages and Periodic Wage Reviews:**

- The company is committed to maintaining fair wage practices and ensuring that employees are compensated competitively within industry standards.
- Wages are **reviewed periodically** to align with government-mandated revisions and cost-of-living adjustments.
- Additional benefits and incentives are provided as part of the total compensation structure to enhance employee well-being.
- The organization upholds **wage transparency and equitable pay practices** across all levels of employment.
- The company follows the Government-prescribed Minimum Wages, which are also incorporated in the Certified Standing Orders of the organization, ensuring compliance with statutory obligations.

This policy is subject to periodic review to ensure continued compliance with applicable wage laws and organizational objectives.



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

## 3. Mandatory Employee Benefits

**Employees' Provident Fund:**

Employees' Provident Fund(PF), Employee Pension Scheme(EPS) and Employees' Deposit Linked Insurance(EDLI) come under the purview of Employees' Provident Funds and Miscellaneous Provisions Acts, 1952. These are funded by the employees' and employers' monthly contributions but are governed and managed by the Employee Provident Fund Office (EPFO).

- PF is a retirement fund of the employee
- Employers are mandated to contribute 12% of the Basic pay of employees, up to a maximum threshold of Rs. 15,000/- per month. This is called 'Regular PF'
- Employee also contributes 12% of their Basic Pay towards their own PF Account
- From Employer's contribution, 3.67% goes to the PF Account and 8.33% goes to Pension Scheme(EPS) of the employee
- Employer contributes 0.5% of employee's basic pay towards Employee Deposit Linked Insurance of the employee
- Employer contributes 0.5% of employee's basic pay towards PF Admin charges
- Employers and employees are allowed to contribute 12% on actual Basic pay earned by the employee, i.e., more than the max threshold of Rs.15000/-. This is called 'Excess PF'.
- Moreover. employees are encouraged to contribute in excess of 12% towards their own PF account, which is called 'Voluntary PF (VPF)'
- Employers need not contribute to employee's VPF

## 4. Employees' State Insurance Scheme:

Employees' State Insurance Corporation (ESIC) manages the ESI Scheme under ESI Act, 1948. This is a comprehensive benefit scheme covering medical costs for the family, including parents and dependent siblings, disability compensation, STD and LTD benefits, widow's and children's pension and other medical benefits. It is funded by employer and employee contributions as well as Government contributions.

- Employees' State Insurance Corporation (ESIC) is managed under ESI Act, 1948.
- ESI is a health insurance scheme for employees & their family members.
- Employees earning a Gross Income of less than Rs. 21,000/- pm (Rs. 25,000/- pm for disabled persons) are to be covered mandatorily.
- Employee contributes 0.75% of their gross income towards the scheme



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

- Employer contributes 3.25% of employee's gross income towards the scheme
- 'Family members' for the purpose of the scheme means self, spouse, children, parents, unmarried sisters and unemployed brothers up to the age of 21 years.
- SSWL will cover employees under Workmen compensation policy in areas where ESIC is unable to provide their services. (Example: Mehsana).

## 5. Leave Benefit:

SSWL has adopted the following leave policy. Please also refer to the Employee Leave policy for eligibility and other detailed information.

- Annual Leave year: Calendar year
- Privilege / Annual Leave: 9 Days
- PL carry forward: 18 earned & 7 sick Leaves up to a maximum accumulation of 60 earned Leaves & 21 sick leaves.
- Casual Leave: 7 Days
- Sick Leave: 7 Days
- Bereavement Leave: 7 Days

## 6. Maternity Leave:

- Paid maternity leave of 26 weeks is mandatory for women employees for up to 2 children. For the third child onwards, it is 12 weeks of paid maternity leave. Of the 26 weeks, employees have to proceed on leave at least 8 weeks prior to the estimated delivery date. post the 26 weeks, employees can avail of another month's leave based on medical reasons only and upon certification by a medical practitioner.
- SSWL also provides paternity leave for a period of 7 days.
- In case of adoption, the employee is granted 90 days of leave, applicable from the date of adoption.
- In addition, crèche facility is extended to employees as per the Maternity Benefits (Amendment) Act, 2017 for children up to the age of 6 year

## 7. Gratuity:

Gratuity is a gratuitous payment due to an employee after 4 years and 8 months of continuous service in the same organisation and only upon termination, resignation or retirement or earlier in case of death.

- Standard formula for gratuity is, 'half a month's pay for each year completed by an employee'
- Formula: Last paid Basic pay / 26 days x 15 days x number of years served.



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

- Gratuity is non-taxable up to INR 20 lakhs during the entire career cycle of an employee

**Bonus:**

The company adheres to provisions of Payment of Bonus Act of 1965 (POBA). The Bonus payable is paid once in a year as per Payment of Bonus Act of 1965 (POBA).

8. **Group Medical Insurance:**

SSWL provides group medical insurance which provides hospitalisation coverage upto a sum of Rs. 1,00,000/-.

9. **Subsidised Transportation:**

SSWL offers transportation facilities for its employees (Excluding Head Office & Regional 5ales Offices). Transport facility is optional for employees working in shifts but provided at subsidised costs. Employees must opt for transport on a monthly basis and not as and when required. Employees' monthly share will be deducted from their monthly pay, whether the transport has been utilised or not. pick and drop will be from designated points only. Employees are not allowed to deviate the vehicle from the pre-assigned route for their personal work or any other reason or ask to be picked from / dropped at alternate destinations.

**10. Subsidised Cafeterias:**

SSWL offers subsidised cafeteria for their benefit. Employees can swipe their employee badge or bio metric for records at the counter to avail subsidised food items.

**11. Loans:**

SSWL offers loans to permanent employees for housing, automobile purchase, education, marriage, medical expenses and other personal exigencies. The loans are offered interest-free up to a maximum amount of 7,00,000/-.

**12. Service Awards:**

SSWL offers long-service awards on designated tenure anniversaries and upon retirement as per the rewards and recognition policy.

13. **Special Circumstance and Exception:**

Any Deviation from this policy has to be approved by the P&A HEAD and Executive Director - Commercial. Any change to the policy has to be approved by the P&A HEAD.



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.

**14. Non-compliance and Consequence:**

Violation of this policy is subject to disciplinary action, up to and including termination.

SSWL reserves the right to amend/change this policy from time to time.

| **Prepared By:** | **Approved By:** |
|---|---|
| Lead PM & Strategy | General Manager-P&A |

STEEL STRIPS WHEELS LTD. Chandigarh

** End of Document**

CONTROLLED COPY



Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be aware that any disclosure, copying, or distribution of the contents of this document is prohibited.