



WAGES, BENEFITS & WORKING HOURS POLICY

Fair Pay, Statutory Benefits, Working Time, Overtime & Weekly Rest

Document No.	ZIR/POL/HR/006	Revision	01
Effective Date	01.04.2026	Review	Periodic / upon material change
Document Owner	HR / Management	Approval	Managing Director
Applicability	All Ziran India operations	Status	Controlled Document

1. Purpose

This policy establishes Ziran India's requirements for lawful and fair remuneration, statutory benefits, working hours, overtime and weekly rest. It is intended to support consistent implementation through HR, payroll, attendance, compliance review and management-system processes.

2. Scope

This policy applies across Ziran India operations to employees and, where applicable, personnel engaged through contractors or other employment arrangements covered by applicable legal and contractual requirements.

3. Minimum Wage

Ziran India shall identify the applicable minimum-wage requirements for relevant employee categories and ensure that remuneration meets the applicable legal requirements. Wage rates shall be reviewed when applicable statutory rates change or when employee category, work or legal requirements change.

- Applicable minimum-wage notifications and requirements shall be maintained as controlled compliance information.
- Payroll records shall support verification of wage compliance.
- Any identified wage gap shall be addressed through documented corrective action.

4. Statutory Benefits

Applicable statutory employment benefits shall be identified, administered and recorded through the HR and payroll system.

- House Rent Allowance, where applicable under the governing requirement, shall be provided.
- Employees Provident Fund requirements shall be addressed where applicable.
- Employees State Insurance requirements shall be addressed where applicable.
- Leave with wages shall be administered in accordance with applicable requirements.
- Other applicable statutory benefits shall be identified through the legal-compliance process and incorporated into HR controls.

5. Working Hours

Working hours shall be controlled in accordance with applicable legal requirements and documented employment conditions. Attendance and time records shall be maintained to enable review of working time and overtime.

- Working-time records shall be reviewed periodically.
- Employees shall receive applicable weekly rest.
- Work schedules shall be managed to prevent working patterns that do not meet applicable rest requirements.



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6. Overtime

Overtime shall be authorized, recorded and compensated in accordance with applicable legal requirements.

- Overtime hours shall be restricted within applicable legal limits.
- Overtime shall be supported by attendance/time records.
- Overtime compensation shall be paid at the applicable statutory rate.
- Payroll review shall verify that overtime payments correspond with recorded overtime hours.

7. Weekly Rest

Ziran India shall provide employees with the applicable weekly rest entitlement. Attendance records and work schedules shall be reviewed to identify cases where employees may have worked continuously without the required weekly rest, and corrective action shall be taken where necessary.

8. Payroll & Record Controls

- Employee master records and applicable employment-category information shall be maintained.
- Attendance and working-hour records shall be maintained.
- Payroll records shall be maintained to demonstrate wages, overtime and applicable benefits.
- Applicable statutory rates, notifications and compliance information shall be periodically reviewed.
- Records of identified non-conformities and corrective actions shall be retained.

9. Monitoring & Compliance Review

HR / Management shall periodically review wage, benefit and working-hour compliance. Internal audit, legal-compliance review, employee feedback and management review may be used to identify gaps and improvement actions.

- Where non-compliance is identified, correction and corrective action shall be documented.
- Significant or repeated issues shall be escalated to Management for review.

10. Corrective Action Priorities

The June 2026 Eurofins PSCI pre-assessment identified gaps relating to overtime compensation, weekly rest, minimum wages, House Rent Allowance, Provident Fund, Employee State Insurance and leave with wages. The corrective-action programme shall address these areas through documented implementation and evidence.

- Overtime compensation shall be aligned with the applicable statutory requirement; the cited audit finding specifically identified a required rate of 200% of ordinary wages.
- Applicable minimum wages shall be paid for relevant employee categories.
- Required statutory benefits shall be extended to eligible employees.
- Weekly rest and leave-with-wages requirements shall be implemented and evidenced.



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11. Responsibilities

Function	Responsibility
Managing Director	Approve policy, provide resources and review significant compliance issues.
HR / Management	Maintain employee records, coordinate wage/benefit administration and monitor compliance.
Payroll / Accounts	Process wages, overtime and applicable benefits using approved employee and attendance information.
Department Heads / Supervisors	Maintain appropriate work schedules, attendance and weekly-rest arrangements.
Quality / IMS	Support compliance audits, corrective action and management-system review.
Employees	Record attendance accurately and raise wage, benefit or working-time concerns through established channels.

12. Grievance & Non-Retaliation

Employees may raise concerns regarding wages, benefits, working hours, overtime or weekly rest through Ziran India's grievance, whistle-blower or employee-misconduct reporting mechanisms. Genuine concerns shall be handled through the applicable process and retaliation for raising a concern is not permitted.

13. Management Review & Continual Improvement

Performance and compliance information relating to wages, benefits and working hours shall be considered through applicable HR reviews, internal audits, corrective-action processes and management review. This policy shall be reviewed periodically and updated when legal requirements, organizational conditions or identified improvement needs change.

14. Controlled References

- ZIR/POL/HR/006-00 – Minimum wage policy – 01.04.2021
- ZIR/POL/HR/008-00 – Overtime policy – 01.04.2021
- ZIR/POL/HR/017-00 – Leave policy – 01.04.2021
- ZIR/POL/HR/014-00 – Grievance redressal policy – 01.04.2021
- ZIR/POL/HR/010-00 – Whistle blower policy – 01.04.2021
- ZIRAN Human Rights Policy – ZIR/POL/HR/013 – Revision 01
- Applicable payroll, attendance and employee records
- Eurofins PSCI Pre-Assessment Audit Report – June 2026

15. Approval

Prepared By – HSE/Admin coordinator	Approved By – MD
	