



## EMPLOYEE PAYOUT AND BENEFITS POLICY



## PURPOSE AND OBJECTIVE

Minimum wages have been defined by ILO as “the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period, which cannot be reduced by collective agreement or an individual contract”.

The International Labour Conference recommended “the establishment of appropriate minimum wage standards, adequate for satisfying reasonable human needs” in order to “assist the progressive raising of the standard of living of all workers”

This policy aims to set the right remuneration framework for recruiting and retaining high-quality workforce across our global operations, while recognising the responsibility to be transparent, fair and accountable to all our stakeholders and compliant with all applicable local laws and regulations and international best practices.

## APPLICABILITY

This policy is applicable to all employees of FIVE and related group entities.

## BASIC COLLEAGUE BENEFITS

At FIVE, we are committed to providing fair compensation to all of our employees. We understand the importance of paying a living wage and ensuring that our employees can support themselves and their families. Therefore, we are proud to state that all of our employees are paid above the minimum wage in accordance with local laws and regulations.

In addition, we recognize the importance of compliance with government regulations and requirements. This is why we ensure that all of our employees are registered with the prevailing country’s government portal, as required by law, and are provided with access to understanding their rights. We believe that this is an essential step towards maintaining a positive relationship with local authorities and demonstrating our commitment to following all applicable regulations.

Overall, at FIVE hotels, we believe that fair compensation and compliance with regulations are critical to building a strong and sustainable business. We will continue to prioritize these values and work to ensure that our employees are treated with the respect and dignity they deserve.

FIVE benchmarked its average pay scale across different levels through a large international HR consulting firm. The report depicted that the pay scale at FIVE is significantly higher than pay scale of peer companies.

- Remuneration for employees working in FIVE will be ascertained on industry standards, current trends, available wage policies, long-term plans, targets of the company, duties responsibilities and experiences of said employees in line with local rules and regulations and market conditions
- Salary of FIVE employees shall be determined taking account of the following criteria:
  - general level of wage in the country where the company operates
  - cost of living and changes there in
  - social security benefits as applicable for the respective country
  - economic factors, including the requirements of economic development, levels of productivity and the desirability of attaining and maintaining a high level of employment
  - market wages
  - minimum wages as per local authorities, if applicable
- We ensure that we provide our employees with the applicable minimum wages at FIVE enough to satisfy the basic needs of all employees and their families

# FIVE ►

- Salary revisions are done based on periodic performance evaluation
- Payment of salaries to FIVE employees is ensured:
  - to lead a safe, decent standard of living with at least minimum resources for long-term physical well-being
  - to cover the resources necessary for physical well – being including housing, food, clean water and clothing, for FIVE employees
  - to access healthcare, utilities, transportation, and education, along with small savings (providing an opportunity to save)

## ANCILLARY COLLEAGUE BENEFITS

Payment practices adopted by FIVE in addition to reasonable or minimum wages:

Benefits	Details
Provision for Employee Meals	Breakfast, lunch, dinner, midnight meal, and evening snacks provided. Ensures healthy meals for employees.
Accommodation Facility	Furnished apartments provided with utilities such as clean water, gas, and electricity. Maintenance included OR house rent allowance provided.
Transportation Facility	To-and-fro transportation provided between company accommodation and workplace at regular intervals.
Healthcare Benefits	Financial contributions or company-paid medical facilities/services provided, along with full private medical insurance in accordance with the Company's Medical Policy. Basic medical care provided for employees and authorized dependents (as per applicable local laws). Refer to the 'Medical Benefits' policy for more details.
Laundry Facilities	Laundry facilities provided for clean uniforms.
Education Allowances	Education allowances provided for senior leadership team employee's children.
Vacation Ticket Allowance	Vacation ticket allowance provided for travel to home country.
Wellness Camps	Wellness camps held at the hotel.

The applicability of these benefits will be subject to employee level and location.

## PAYMENT SCHEDULE

Employees are required to punch time in-out on the biometric devices at the facilities. Any regularizations may be done by the designated department co-ordinator in case of any discrepancies. For all employee salary payments in case of hotel properties, salary pay-out is computed as per the local laws and regulations in line with the agreed compensation structure with the employees. All payments are made to employees one day before the last day of the month for the respective month's salary pay-out.

## INCENTIVE AND BONUS PAYOUTS

FIVE has a comprehensive policy and procedure for incentive pay-outs (applicable to hotel properties) based on several factors such as revenue generated, etc. All incentive computation is done bi-monthly, approved by the Director of Finance, and paid out every two months to eligible employees. Employees at Head Office may be paid out bonuses based on company performance on a yearly basis.

## OVERTIME

Employees who are eligible for overtime pay will be compensated as per applicable local laws and regulations for all hours worked beyond their regular schedule/ provided compensatory leaves in lieu of the overtime worked. Overtime hours must be pre-approved by the employee's manager and recorded online to ensure proper compensation.

## PAID TIME-OFF

# FIVE ►

Employees are eligible for paid time-off as per the comprehensive leave policy of FIVE. Refer '*FIVE's Leave policy*' and '*FIVE Leave*' Policy for more details.

## PAYROLL DEDUCTIONS

Payroll deductions may be made for authorized purposes, including taxes, benefits, and other deductions as permitted by law. Any changes to payroll deductions must be authorized by the employee and documented accordingly.

## WAGE AND HOUR COMPLIANCE

The company is committed to complying with all applicable wage and hour laws, including minimum wage, overtime, and meal and rest break requirements. Employees who have questions or concerns about their wages or hours should speak with their manager or HR representative.

## MEDICAL BENEFITS

As per regulatory laws and regulations, employees are provided medical insurance/ accident insurance/ workers' liability insurance in addition to the compensation benefits provided. All employees are mandatorily covered with these benefits as applicable.

## RETIREMENT BENEFITS

FIVE provides gratuity and pension fund benefits in line with applicable local laws and regulations to all employees. Gratuity is provided at the end of employment term if the employee has completed their tenure/ paid out as per applicable laws and regulations.

## REVIEW

The policy is reviewed by the Group Director of HR on an annual basis to make any amendments/ improvements in the payment benefits offered to the employees of FIVE.

In case you have any questions or concerns regarding this policy, please reach out to the Human Resources team for assistance.