

Compensation and Benefits Policy

1. Purpose

- The Compensation and Benefits Policy of Arkan Graphics aims to outline the principles and guidelines for rewarding employees fairly and competitively. It ensures that our compensation packages align with industry standards and support our goal of attracting, retaining, and motivating talented individuals.

2. Scope

- This policy applies to all employees of Arkan Graphics, regardless of employment type or level within the organisation. It covers all aspects of compensation, including salary, bonuses, benefits, and any other forms of remuneration.

3. Compensation Principles

- **Fairness and Equity:** Compensation decisions are based on job responsibilities, performance, and market competitiveness to ensure fairness and equity across the organisation.
- **Competitiveness:** Salaries and benefits are reviewed regularly to remain competitive within the industry and to attract top talent.
- **Performance-Based:** Compensation may be linked to individual, team, or company performance, promoting a culture of achievement and accountability.
- **Transparency:** Employees will be informed about how their compensation is determined, including any performance metrics or benchmarks used.

4. Components of Compensation

- **Base Salary:** Fixed compensation paid on a regular basis for performing job responsibilities.
- **Bonuses and Incentives:** Additional financial rewards based on individual, team, or company performance targets.
- **Benefits:** Includes healthcare, retirement plans, leave entitlements, insurance coverage, and other non-monetary benefits.

5. Benefits Administration

- **Health and Welfare:** Arkan Graphics provides comprehensive health insurance coverage and wellness programs to support employee well-being.
- **Retirement Plans:** Employees are eligible to participate in retirement savings plans, with employer contributions where applicable.
- **Leave Policies:** Paid time off includes annual leave, sick leave, and other statutory leave entitlements as per local laws and company policies.

6. Review and Adjustment

- Compensation and benefits packages are reviewed periodically to ensure alignment with business goals, market trends, and regulatory changes. Adjustments may be made to remain competitive and meet the evolving needs of employees.

7. Compliance and Communication

- **Legal Compliance:** Arkan Graphics adheres to all legal requirements and regulations regarding compensation and benefits.
- **Communication:** employees will receive clear and timely communication about changes or updates to the Compensation and Benefits Policy.

8. Contact Information

- For questions or further information about the Compensation and Benefits Policy, employees are encouraged to contact the Human Resources department or the general manager.