

# TRISTAR INTERMEDIATES PVT. LTD.

<b>Department</b>	Top Management	<b>Page No.</b>	1 of 3
<b>Documents No.</b>	TIPL/CQA/P/033	<b>Supersede</b>	Nil
<b>Master Copy</b>	<b>Wage Policy</b>	<b>Revision No.</b>	NA
		<b>Issue Date</b>	01.04.2025
		<b>Review Period</b>	1 Year
		<b>Next Review Date</b>	01.04.2026

## 1. Purpose :

The purpose of this policy is to ensure that all employees of Tristar Intermediates Private Limited receive fair, transparent, and lawful wages and benefits. This policy reflects our commitment to ethical labour practices, compliance with national regulations.

## 2. Scope :

This policy applies to:

- All permanent, temporary, contractual, and apprentice employees.
- All contractors, service providers, and labour agencies engaged by the company.

## 3. Policy Commitment :

Tristar Intermediates Private Limited is committed to:

- Paying wages in compliance with **applicable labour laws, industry standards, and collective agreements.**
- Ensuring that wages are **fair, competitive, and sufficient** to meet the basic needs of employees and their families.
- Maintaining transparency in wage calculations, deductions, and disbursements.

## 4. Guiding Principles :

### a) **Minimum Wage Compliance**

No employee shall be paid less than the statutory minimum wage or as per applicable wage board notifications.

### b) **Equal Pay for Equal Work**

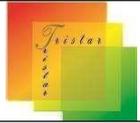
Employees performing the same role under similar conditions will be compensated equally, without discrimination based on gender, caste, religion, or any other protected status.

### c) **Fair Overtime Compensation**

Overtime work, when required, will be voluntary and compensated in line with applicable laws and company rules.

### d) **Timely Payment**

Wages will be paid on or before the legally mandated dates, directly to employees via bank transfer or other traceable methods.



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## e) **Transparency**

Wage slips will be provided to all employees, detailing gross wages, deductions, overtime, and net pay.

## f) **No Unlawful Deductions**

Deductions will only be made as per law or with employee consent. Bonded or forced labour practices through wage deductions are strictly prohibited.

## 5. **Responsibilities :**

- **Management:** Ensure fair wage structures are in place and regularly reviewed.
- **HR & Payroll Team:** Ensure accurate, timely, and lawful wage payments.
- **Supervisors & Contractors:** Comply with wage requirements for any contractual or agency labour.

## 6. **Grievance Mechanism :**

Employees may raise wage-related grievances through HR or designated reporting channels. All complaints will be addressed promptly, confidentially, and without retaliation.

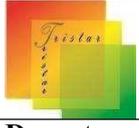
## 7. **Training & Awareness :**

- All employees and contractors will be informed of this Wage Policy. HR will conduct awareness sessions on wage rights and compliance.

## 8. **Monitoring & Compliance :**

Internal audits will be conducted to ensure wage compliance.

- Suppliers and contractors must provide written assurance of compliance with this policy.
- Non-compliance may result in disciplinary or contractual actions.



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## 9. Continuous Improvement :

This policy will be reviewed annually or in line with changes in legislation to ensure fairness and compliance.

## 10. Conclusion :

Tristar Intermediates Private Limited reaffirms its commitment to fair wages, transparency, and ethical labour practices. By implementing this policy, we promote employee well-being, dignity, and trust, while ensuring compliance with both legal and sustainability standards.

**Prepared By:**

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