



Ceylon Tea Brokers PLC

Remuneration Policy Document

Table of Contents

1. Remuneration & Benefits Policy	3
1.1. Remuneration Philosophy	3
1.2. Payroll Administration	3
1.2.1. Payroll Schedule	3
1.2.2. Direct Deposit	3
1.2.3. Overtime Compensation	3
1.3. Benefits	3
1.3.1. Health and Wellness	3
1.4. Performance-Based Compensation	4
1.4.1. Annual Performance Reviews	4
1.5. Compliance	4
1.6. Policy Review	4

1. REMUNERATION & BENEFITS POLICY

SCOPE

Ceylon Tea Brokers is committed to providing competitive and fair remuneration and benefits to attract, retain and motivate a high-performing workforce. This policy outlines the principles and procedures for payroll execution, ensuring transparency, accuracy and compliance.

1.1. REMUNERATION PHILOSOPHY

Our remuneration philosophy is designed to:

- Attract and retain top talent
- Recognize and reward performance
- Ensure internal equity and fairness
- Remain competitive in the market

1.2. PAYROLL ADMINISTRATION

1.2.1. Payroll Schedule

Employees will be paid on monthly basis, on or before 25th of every month of each pay period. In case of holidays, payments will be processed on the nearest working day.

1.2.2. Direct Deposit

All employees are encouraged to enroll in direct deposit for timely and secure payment. Bank account information will be kept confidential and is accessible only to authorized payroll personnel.

1.2.3. Overtime Compensation

Overtime will be compensated in accordance with applicable labor laws. All overtime work must be pre-approved by the respective supervisor.

1.3. BENEFITS

1.3.1. Health and Wellness

Ceylon Tea Brokers provides health insurance coverage for employees and eligible dependents. Details of coverage, premium contributions and enrollment procedures are communicated separately, based on the instruction provided by senior management.

1.4. PERFORMANCE-BASED COMPENSATION

1.4.1. Annual Performance Reviews

Annual performance reviews will be conducted to assess individual performance. Based on performance ratings, employees are eligible for promotions, salary increases, bonuses or other incentives.

1.5. COMPLIANCE

Ceylon Tea Brokers is committed to complying with all applicable labor laws and regulations. The Human Resources department will regularly review and update policies to ensure ongoing compliance.

1.6. POLICY REVIEW

This Remuneration & Benefits Policy will be reviewed annually or as needed to reflect changes in the organization's structure, industry standards or legal requirements.