



*Group Policies and Guidelines
As of March 2022
Regulated by Yoma Group HR*

Wages and Salary Policies

Payment of Salary and Wages

Payment of salary will be made once a month or before the last working day of the month or the first 5 working days of the following month.

Salary Deductions

Mandatory deductions (such as personal income tax and social security board) shall be made from the employee's monthly salary. All deductions from an employee's wage shall be in accordance with applicable laws, and reflected in the monthly employee's salary slip.

Any deductions from wages / salary shall be in compliance with the relevant legislation, and will be reflected in the monthly employee's salary slip. Respective HR department will inform the employee of the deduction to the employee's salary before the payroll period.

Salary Review

Salary structures are reviewed annually to ensure that they remain competitive. In addition, employee's performance is also reviewed on an annual basis and employee's salary may be reviewed or increment may be given at the discretion of the Yoma Group Management.