

## **Eagle Cabs India Pvt. Ltd. - Standard Minimum Wage Compliance Policy**

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### **Introduction**

Eagle Cabs India Pvt. Ltd. is dedicated to ensuring fair and equitable compensation for all its employees. This policy outlines our commitment to complying with standard minimum wage laws and regulations, ensuring that all employees receive wages that meet or exceed the legal minimum standards.

### **1. Policy Statement**

#### **1.1 Commitment to Fair Wages**

Eagle Cabs India Pvt. Ltd. is committed to providing fair wages to all employees, adhering strictly to the legal requirements of minimum wage standards set by the government.

### **2. Compliance with Legal Standards**

#### **2.1 Adherence to Minimum Wage Laws**

We comply with all national, state, and local minimum wage laws and regulations. This includes:

- Ensuring that all employees are paid at least the minimum wage as specified by the relevant authorities.
- Keeping abreast of any changes in minimum wage legislation and updating wage structures accordingly.

### **3. Wage Determination and Payment**

#### **3.1 Regular Wage Reviews**

We conduct regular reviews of our wage structure to ensure compliance with current minimum wage laws. This includes:

- Annual reviews or more frequent updates in response to changes in legislation.
- Adjustments to wages as necessary to meet or exceed the minimum wage requirements.

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## **3.2 Timely Payment**

We ensure that all employees receive their wages on time. Payment schedules are communicated clearly to all employees, and any delays or issues are addressed promptly.

## **4. Record Keeping**

### **4.1 Accurate Documentation**

We maintain accurate records of all wage payments to employees. This includes:

- Detailed payroll records that document hours worked, wages paid, and any deductions made.
- Regular audits of payroll records to ensure accuracy and compliance with legal standards.

## **5. Employee Awareness and Rights**

### **5.1 Transparency**

We are committed to transparency in wage determination and payment processes. Employees are informed of their wage rates, pay periods, and any deductions in a clear and understandable manner.

### **5.2 Grievance Mechanism**

Employees have the right to raise concerns or grievances regarding their wages. We provide a confidential and accessible mechanism for reporting wage-related issues, which includes:

- A dedicated helpline.
- A secure online reporting system.
- Direct reporting to the Human Resources Department.

## **6. Supplier and Contractor Compliance**

### **6.1 Ethical Standards**

We require all suppliers, contractors, and business partners to comply with minimum wage laws and to ensure fair wages for their employees. This includes:

- Incorporating minimum wage compliance clauses in all contracts and agreements.
- Conducting regular audits and inspections of suppliers and contractors to ensure adherence to these standards.

## **7. Monitoring and Enforcement**

### **7.1 Regular Audits**

We perform regular audits of our payroll processes and the payroll practices of our suppliers and contractors to ensure compliance with minimum wage laws.

## **7.2 Immediate Action**

If non-compliance with minimum wage laws is identified, immediate corrective action will be taken, including:

- Adjusting wages to meet legal standards.
- Providing back pay for any underpaid wages.
- Implementing measures to prevent future non-compliance.

## **8. Training and Education**

### **8.1 Employee Training**

We provide training for employees, particularly those involved in payroll and human resources, on minimum wage laws and our compliance policies.

### **8.2 Awareness Programs**

We conduct awareness programs to educate employees about their rights regarding minimum wage and the mechanisms available for reporting concerns.

## **9. Company Responsibilities**

### **9.1 Legal Compliance**

Eagle Cabs India Pvt. Ltd. is committed to full compliance with all relevant minimum wage laws and regulations.

### **9.2 Policy Review**

We regularly review and update this policy to ensure its effectiveness and alignment with current legal requirements and best practices.

## **Conclusion**

Eagle Cabs India Pvt. Ltd. is dedicated to ensuring that all employees receive fair and equitable compensation in compliance with minimum wage laws. This policy reflects our commitment to upholding the highest standards of wage fairness and legal compliance. We expect all employees, suppliers, contractors, and business partners to adhere to this policy without exception.

