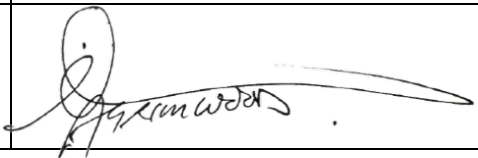




POLICY DOCUMENT

Remuneration Policy

Exco Review	
Signature Date	26 May 2025
Name	Dr Ashraf Grimwood
Signature	

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1. PURPOSE

This policy ensures **fair, consistent, and transparent** remuneration practices at Kheth'Impilo, aligned with:

- South African labour laws (**BCEA, LRA, EEA**).
- Donor funding budget availability.
- Organisational sustainability and equity principles.

2. SALARY STRUCTURE

2.1 Basic Salary

- Salaries are determined by:
 - Job grade (based on role complexity, qualifications, and experience).
 - Market benchmarking (aligned with NGO/health sector standards).
 - Donor budget constraints (where applicable).

2.2 Salary increases

- Annual adjustments may apply, subject to:
 - Cost of Living adjustment based on CPI inflation (if donor budget is available and align with the project).

3. ALLOWANCES

3.1 Acting Allowance

- **Eligibility:** When an employee temporarily performs a higher-graded role for ≥ 15 consecutive working days.
- **Calculation:**
 - 10% of base salary OR the difference between current salary and the lower bound of the higher grade.
 - Paid pro-rata for the acting period.
- **Approval:** Requires **written EXCO & HR manager authorisation** before commencement.

3.2 Travel & Subsistence Allowance

- Fieldwork-related expenses reimbursed per Kheth'Impilo Travel Policy (with donor-compliant rates).

4. INCENTIVES & BONUSSES

4.1 13th Cheque (Annual Bonus)

- **Eligibility:**
 - Permanent employees with ≥6 months of service in the calendar year.
 - Subject to donor funding availability and organisational performance.
- **Calculation:**
 - **Pro-rata** for employees who joined mid-year.

5. BENEFITS

Employees are able to structure their cost to company packages to include the following benefits:

- **Group Life:** Employer 100% of the total premium (if budget allows).
- **Medical Aid:** Employer contributes 66.666% of prescribed premium up to a maximum of R3500 per month (if budget allows).
- **Pension Fund:** Employer contributes up to **7.5%** of salary, Employee will determine what their contribution will be.

6. COMPLIANCE & DONOR REQUIREMENTS

- Salaries for donor-funded positions must not exceed grant-stipulated caps.
- **Documentation:** Timesheets must link hours worked to specific projects/donors.

7. POLICY REVIEW

- Reviewed **annually** or when donor agreements change.