

Inner Mongolia Shengmu High -tech Animal Husbandry Co., LTD

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compensation management system

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Human Resources and Administration

Department of Inner Mongolia Shengmu High-
tech Animal Husbandry Co., LTD

compensation management system

1 Purpose

In order to standardize the compensation management of Inner Mongolia Shengmu High-tech Animal Husbandry Co., Ltd. (hereinafter referred to as the "Company"), so that the compensation management of various systems of the company has rules to follow, this system is formulated.

2 Scope of application

Suitable for all company employees.

3 Principles

Implement the overall benefit wage system, the company increases or decreases the average wage according to the operating benefit and the labor market supply and demand quota, and adjusts with the development of the company;

The principle of consistency with the economic benefits of the company and the department; the compensation system adheres to the principle of internal fairness and external competitiveness; the principle of consistency with the value of the position;

The monthly wages of all employees who provide normal work shall not be lower than the minimum wage standard approved by the local government.

4. Responsibilities of each unit

.14 Human Resources administration Department

(1) As the centralized management department of the company's compensation management, it is fully responsible for the formulation, revision and continuous improvement of the compensation plan;

(2) Responsible for organizing and implementing the preparation, review and salary assessment of various systems;

(3) Responsible for the guidance, supervision and inspection of the normative implementation of compensation management in various systems.

.24 The department of choose and employ persons

(1) As the executive department of salary management, it is responsible for participating in the salary assessment of its affiliated personnel;

(2) Daily training and assessment of their subordinate personnel, and provide the basis for salary incentive.

5 man-hours, working days and payday regulations

5.1 Working hour standard

The company implements standard working hours, comprehensive working hours and irregular working hours three forms of working hours.

(1) Standard working hours

Standard working hours refers to the employee working 8 hours a day, an average of 40 hours a week;

Standard working hours are generally applicable to general employees under normal circumstances.

(2) Comprehensive working hours

Comprehensive working hours refer to the comprehensive calculation of working hours in week, month, season, year and so cycles, but the average weekly, month, quarterly and annual working hours should comply with the legal provisions;

Comprehensive working hours are mainly suitable for the work that requires continuous operation, or is limited by natural conditions and seasons, such as milkers, delivery workers, feeding workers, operators, drivers, veterinarians, breeding, etc.

(3) Unscheduled working hour system

It is to point to the working time system that the laborer with the limit of fixed working hours. Mainly applicable to the manager level and above personnel or sales personnel;

Units that implement the comprehensive working hour system or the irregular working hour system must apply to the local bureau of administrative examination and approval for the implementation of the "annual comprehensive working hour system" or the "irregular working hour system", which shall be implemented after approval.

5.2 Working days and working hour standards

The monthly standard working day of each post is 20.83 days, the standard payday of each month is 21.75 days, and the annual working time is 2000 hours.

5.3 Calculation calculation period and payday

(1) Salary calculation period

The company implements annual salary system and monthly salary system. The annual salary calculation period is from January 1 to December 31 of this year, and the monthly salary calculation period is from the beginning of this month to the end of this month. The annual salary is calculated by 12 months.

(2) Pay-day provisions

The salary of the previous month will be paid on the 18th of each month. If the payday is holiday, it will be paid on the first day after the holiday, but not beyond 20 days. In case of special holidays (Spring Festival), if the salary needs to be paid 5 working days in advance, it must be reviewed by the human resources administration department and approved by the person in charge of the support system and the president.

6 Compensation composition

Compensation refers to the remuneration in currency or non-monetary form of employees for the labor required by the company, which is the labor remuneration paid by the company to employees.

6.1 Principles of compensation verification

The total compensation of each system of the company shall be approved every year according to the company's benefits and business changes, and the total amount control shall be implemented. The company's salary growth rate is lower than the company's efficiency growth rate.

6.2, the salary adjustment, the whole rule

The total salary determined by each system shall generally not be adjusted, and those that need to be adjusted within the budget scope due to special circumstances must comply with the salary adjustment rules set by the company, and each system shall apply for examination and approval according to the relevant approval authority of salary adjustment in the human rights matrix, and shall be implemented after the approval;

If the total compensation exceeds the scope of the company's budget, each system shall apply for examination and approval according to the relevant approval authority of the additional budget in the financial power matrix, and shall be implemented after the approval;

Unapproved compensation and excess compensation shall not be paid.

6.3 Total income in compensation includes items

Total salary income includes: post salary, performance pay, overtime pay, seniority salary (only refers to front-line employees in the ranch), part-time salary, allowance (including talent allowance, missed meal allowance, etc.) and welfare (including social insurance, commercial insurance, holiday welfare, other benefits, etc.).

6.3.1 Definition of various compensation items

(1) Job salary

Post salary refers to the salary standard finally determined according to the post value evaluation of the post responsibility, qualification, labor intensity, working conditions, working environment, importance and other elements of the post, and

The compensation standard approved at the beginning of the year is consistent;

The post salary includes the basic salary, and the basic salary is the labor remuneration given to the normal attendance after the employee. Basic salary is equal, all register employee, basic salary is local minimum wage standard, attendance dissatisfaction calculates basic salary by day.

(2) Performance pay

Performance pay refers to a comprehensive evaluation of the completion of employees' work, mainly through the performance

Performance assessment; the specific proportion and evaluation rules of performance pay shall implement the relevant provisions in the Performance Management System.

(3) Seniority-service salary

It refers to the encouragement given to the front-line ranch employees who have been working in our company for a long time, which is reflected in the monthly salary. The specific implementation standards are as follows:

① Milker: less than one year, 200 yuan / month; 400 yuan / month; 100 yuan / month for each year, 700 yuan / month cap;

② Director of milk office: half year, 100 yuan / month; 200 yuan / month; 100 yuan / month for each year, 500 yuan / month;

③ Feeder and calf keeper: less than half a year, seniority salary 100 yuan / month; 200 yuan / month; 100 yuan / month for each year, 400 yuan / month cap;

④ Other positions (excluding director level and manager level): after one year of employment, seniority salary is 100 yuan / month, 100 yuan / month for each year, 300 yuan / month.

Note: ① refers to the company's registered employees (excluding temporary workers and external part-time employed personnel);

② From the full moon, the corresponding allowance, along with the salary (that is, the employees on the first day of each month, the first day of the first day of the month; non-one day employees, the next month after half a year or one year);

③ Do not enjoy the seniority salary: full month maternity leave, full month sick leave, the actual attendance days of the month is less than 10 days.

(4) Overtime pay

The payment of overtime pay includes overtime on statutory holidays, overtime on weekdays and overtime on public holidays;

Front-line production employees and shift employees who work normally during statutory holidays shall be included in the attendance during statutory holidays, and shall be given overtime pay according to the attendance;

For other personnel other than the front-line personnel in the pasture arranged to work overtime in the statutory holidays, the overtime personnel shall initiate the overtime application process in the manpower system, explain the reasons and time of overtime (time to time), and give overtime pay to the construction after the approval;

If the front-line employees of the ranch are arranged to work overtime on weekdays and public holidays, due to the nature of work and temporary work tasks, the overtime pay will be paid according to the actual overtime situation;

Except for the front-line personnel of the pasture, temporary work tasks, the company arranges them to work overtime on working days, public holidays, the implementation of internal rest;

Managers at the manager level and above will not receive overtime pay on legal holidays and public holidays.

(5) Part-time salary

Part-time personnel may be paid part-time wages, but the total amount of payment shall not exceed the post salary of the part-time positions.

Payment of part-time salary situation:

A. For the temporary original post vacancy and leave time of more than 30 days, that is, maternity leave, sick leave, personal leave, etc., one or more people will take part-time jobs to complete the vacant job task;

B. If no suitable employee vacancy is recruited, one or more people will take part-time jobs

Job tasks of vacant positions;

If the direct superior part-time, no part-time salary.

(6) Agency period salary

When there is a vacancy in the management department, other personnel may be arranged to represent the vacant position, and the salary standard shall not be higher than 80% of the standard salary of the agent position.

(7) Maternity leave salary

① Pay medical insurance and pay for more than one year: if the maternity allowance post salary is paid in full by the local medical insurance bureau, the company will not pay again; if the maternity allowance < post salary, the difference of the salary during the maternity leave will be paid by the company, maternity leave salary = post salary - maternity allowance.

② If the age is less than one year and the medical insurance payment period is less than one year, 70% of the post salary during the maternity leave; in other cases, the salary during the maternity leave shall be paid according to the post salary during maternity leave.

③ In case of abortion, the salary during the maternity leave shall be made according to the post salary.

④ The maternity allowance for natural birth is 98 days, and the caesarean section or multiple births is 98 + 15 days. Therefore, if the maternity leave exceeds the days of maternity allowance, the post salary of the remaining days will be paid by the company in full.

Note: The reimbursement of specific maternity allowance and the issuance of wages implement the latest policies of the local medical insurance bureau.

(8) Wage for the medical treatment period of sick leave

During sick leave, the salary is made in accordance with the local minimum wage standard, and the specific standards are subject to the notice on adjusting the minimum wage standard of the Autonomous Region and the minimum wage standard for part-time working hours issued by the General Office of Inner Mongolia every year.

(9) Benefits

The welfare projects involved in the company's welfare system shall be implemented in accordance with the Employee Welfare Management System. (10) The allowance It is a form of material compensation given to employees.

① Subsidy for missed meals: the subsidy for meals during work; the standard is 540 yuan / person. In January, if there is a need to adjust the meal supplement standard under special circumstances, the human resources administration Department will initiate the application, and it can be implemented only after the approval of the vice president in charge of the system;

Note: A, maternity leave, sick leave and pay leave period;

B. If the actual attendance is dissatisfied in the current month, the meal allowance shall be cashed according to the actual attendance days.

② Talent allowance: including academic background, professional title and professional qualification allowance.

Educational background allowance standard:

class	undergraduate course	Double degree or master's degree (document)	Master (double certificate) or doctor (document)	Doctor (double certificate)
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stand ard	fifty yuan	one hundred yuan	two hundred yuan	three hundred yuan
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Note: A. The distribution scope only includes the pasture staff-level personnel;

B. They will not receive talent allowance during the probation period; c. Talent allowance will be cancelled if the monthly attendance is less than 10 days.

The professional title and professional qualification allowance implements the Professional Title and Professional Qualification Award Management System issued by the company.

7 All types of personnel salary payment regulations

.17 The salary of annual salary personnel

The annual salary system is applicable to the manager level and above staff, and the monthly salary standard is according to the annual salary

Standard / 12-month calculation.

7.2 Wage payment for special positions

For the special positions (such as consultants, etc.) employed by each department, the salary and expenses shall be determined according to the nature of the work and the instructions of the vice president of the system.

8. Salary payment method during the probation period and the evaluation period

.18 Support the department director level probation period and evaluation period salary payment method

(1) New employees shall pay the probation period from the date of registration, and the salary shall be 80% of the salary standard; They shall not participate in the performance appraisal during the probation period, and shall implement the corresponding performance appraisal of the post after the probation period;

(2) After passing the probation period evaluation, the reserved salary during the probation period will be paid together with the salary of the next month;

(3) There is no evaluation period for promotion, flat transfer and part-time personnel, and the salary will still be paid according to the salary standard of the original post. After passing the annual comprehensive evaluation, the

difference salary of the old and new posts will be paid together at the end of the year. **8.2 Wage payment method for other personnel during the probation period and evaluation period**

(1) The new employee shall pay the probation period from the date of registration, and the salary shall be 80% of the salary standard during the probation period; shall not participate in the performance appraisal during the probation period, and shall implement the corresponding performance appraisal of the post after the probation period;

(2) The promoted personnel shall be paid during the evaluation period from the date of promotion, and the evaluation period shall be paid at 80% of the standard salary;

After the manager level or above the senior personnel pass the probation period or evaluation period, the reserved salary in the probation period (or evaluation period) shall be paid together with the salary of the next month;

If the probation period or evaluation period is unqualified, the probation period (or evaluation period) will not be reissued.

6. Salary and treatment of the departing personnel

The departing personnel shall be suspended from the date of resignation after completing the handover procedures. The salary is calculated according to the actual number of days in the month and paid on the company's payday the next month;

If the former employee causes economic losses or arrears to the company, the salary shall be suspended until the arrears is paid or the fine for losses caused by his fault.

10 Assessment criteria

(1) The salary standard shall be kept confidential, except for the direct superior of the post, the nuclear capital personnel and the sponsor

In addition to employees, employees shall not inquire about each other or disclose their salary income. If violated, employees shall be punished as follows:

Verification and investment issuing personnel are not allowed to mention salary related issues in public places, once found negative incentive of 100 yuan per time;

The head of the department shall not openly discuss the issues related to the salary of the employees in the department. Once found, the responsible person shall be given 300 yuan / person / time. If the department has two consecutive salary leakage problems, the department head will be demoted;

When employees discuss salary related issues in public places, the mentioned incentive is 200 yuan / time; the participants are 100 yuan / time, and the relevant department heads are 300 yuan / person / time.

(2) If any false behavior is found in the payroll that is inconsistent with the actual situation, it shall be responsible for the department

500 yuan / place; serious dismissal and transferred to the judicial department.

(3) If the salary is not paid according to the approval of the salary schedule, the person in charge of the human resources administration department shall be encouraged by 300 yuan per time.

(4) For the question of salary management, we should consult the human resources administration Department positively.

11 Wage appeal procedure

Within 3 days after receiving the salary or receiving the salary slip on the 18th of each month, if there is any objection to the salary standard, payment amount and other aspects, they may appeal in writing, telephone or email through the following channels:

- (1) To appeal to the direct superior;
- (2) Appeal to the Human Resources and Administration Department;

Each unit shall report the causes and solutions to the employees within 3 working days after receiving the complaint; and cash the settlement results in the course of the next month's salary.

12 Supplementary provisions

(1) This system is formulated, modified and interpreted by the Human Resources and Administration Department;

(2) This system shall take effect from the date of issuance.