

# Kaupapa here | Interim Remuneration Policy

## Mō wai me te whānuitanga | Audience and scope

This policy applies to all employees of MIT|Unitec, including permanent, fixed term and casual staff (collectively referred to as kaimahi in this policy document). This policy applies to Remuneration and Benefits allocation and reviews for kaimahi.

## Mokamoka whakaaetanga | Approval details

|  |                             |                            |                    |
|--|-----------------------------|----------------------------|--------------------|
| <b>Version number</b>  | 1.0                         | <b>Issue date</b>          | 1 January 2026     |
| <b>Approval authority</b>                                      | Council                     | <b>Date of approval</b>    | 8 December 2025    |
| <b>Policy Sponsor (has authority to make minor amendments)</b> | People and Culture          | <b>Policy Owner</b>        | People and Culture |
| <b>Contact person</b>  | Director People and Culture | <b>Date of next review</b> | During 2026        |

## Ngā whakatikatika | Amendment history

| Version | Effective date | Created/reviewed by         | Reason for review/comment   |
|---------|----------------|-----------------------------|---|
| 1       | 1 January 2026 | Director People and Culture | Policy is lift and shift from Te Pūkenga policy, required as a compulsory policy into a new entity. |
|         |                |                             |   |

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# Kaupapa-here | Interim Remuneration Policy

## 1. Pūtake | Purpose

The purpose of this policy is to enable MIT|Unitec to attract and retain talented, skilled and motivated kaimahi, ensuring that kaimahi receive a fair and equitable level of Remuneration that is relative, but not limited to:

- a) Their role
- b) The relevant Labour Markets
- c) Affordability
- d) Individual contribution
- e) Other relevant external and internal factors.

## 2. Ngā Mātāpono | Principles

- 2.1. MIT|Unitec recognises that it is in its transition phase and the business division practices may vary. Where an employment agreement contains terms and conditions that are in conflict with this policy, the employment agreement will apply.
- 2.2. This policy and related procedures will be maintained in a way that reflects the following principles:
  - a) Equity
  - b) Consistency of approach and application
  - c) Affordability
  - d) Ability to recruit, retain and motivate kaimahi with the required expertise.
- 2.3. As a crown entity MIT|Unitec acknowledges the requirement to give regard to policy from the public service commission.
- 2.4. MIT|Unitec recognises that embracing Pay Equity is essential in supporting its long-term strategy and is committed to providing an environment where all people are treated fairly, where capability and achievement is rewarded in an equitable manner.
- 2.5. MIT|Unitec is on a continuous quality improvement journey in respect to equity and will apply equity analysis, review and ongoing development to Remuneration practices and policies.
- 2.6. On an annual basis, Remuneration will be reviewed, a review may not necessarily lead to an adjustment in kaimahi Remuneration.
- 2.7. Changes to kaimahi Remuneration outside of the annual review cycle may occur only with approval granted in accordance with MIT|Unitec and its business divisions' delegated authorities.
- 2.8. MIT|Unitec will use Strategic Pay SP10 Job Evaluation methodology to ensure equity when evaluating job sizes and allocation into the Remuneration framework.

2.9. External Remuneration data will be used by MIT | Unitec to understand relevant Labour Markets (market data) and external factors.

2.10. Remuneration ranges will be established each year using market data out of an external annual salary survey.

### 3. Ngā Haepapa | Responsibilities

| Role                                 | Responsibilities  |
|--------------------------------------|---|
| <b>Manager</b>                       | Responsible for the day-to-day management and implementation of this policy. Application of this policy in a fair and consistent manner and seeking advice from the People, Culture and Wellbeing team prior to applying and throughout application of this policy. |
| <b>People, Culture and Wellbeing</b> | Provide sound advice and support throughout in assisting managers and kaimahi (potential and current) in the application of this policy.  |

### 4. Ngā Tikanga | Definitions

| Term                  | Means  |
|-----------------------|--|
| <b>Benefits</b>       | Any benefits provided to kaimahi in addition to their base salary.   |
| <b>Equity</b>         | Ensuring jobs are valued based on the skills, responsibilities, experience, knowledge and effort they require and kaimahi are remunerated in accordance with their knowledge, experience, skills and performance.<br><br>Ensuring systems and processes are equitable and mitigate against bias and discrimination. In particular, ensuring the protection and prevention of discrimination in Remuneration for vulnerable workforces including Pacific, people with disabilities, Rainbow communities, and Māori. |
| <b>Job Evaluation</b> | Job Evaluation is the systematic process of determining the relative value of different jobs in an organisation. The goal of job evaluation is to compare jobs with each other to create a pay structure that is fair, equitable, and consistent for everyone.   |
| <b>Labour Markets</b> | Refers to the supply and demand for employment and in particular the effect this has on labour supply, competition for workers and Remuneration.   |
| <b>Pay Equity</b>     | The same pay for work of the same value (with similar skills and responsibilities).  |
| <b>Remuneration</b>   | Compensation kaimahi receive for services rendered.  |

## 5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

|  |
|--|
| <b>Ngā Kaupapa-Here e Hāngai ana   Related policies</b>  |
| Interim Recruitment Policy                               |
| Interim Equity, Diversity and Inclusion Policy           |
| <b>Ngā Tukanga me ngā Hātepe   Processes, procedures</b> |