

(2) The amount of such deductions should be fair and should not exceed the actual amount of the loss or damage.

(3) Before a decision to make such a deduction is taken, the worker concerned should be given a reasonable opportunity to show cause why the deduction should not be made.

3. Appropriate measures should be taken to limit deductions from wages in respect of tools, materials or equipment supplied by the employer to cases in which such deductions—

- (a) Are a recognized custom of the trade or occupation concerned ; or
- (b) Are provided for by collective agreement or arbitration award ; or
- (c) Are otherwise authorized by a procedure recognized by national laws or regulations.

II. PERIODICITY OF WAGE PAYMENTS

4. The maximum intervals for the payment of wages should ensure that wages are paid—

- (a) Not less often than twice a month at intervals not exceeding sixteen days in the case of workers whose wages are calculated by the hour, day or week ; and
- (b) Not less often than once a month in the case of employed persons whose remuneration is fixed on a monthly or annual basis.

5. (1) In the case of workers whose wages are calculated on a piece-work or output basis, the maximum intervals for the payment of wages should, so far as possible, be so fixed as to ensure that wages are paid not less often than twice a month at intervals not exceeding sixteen days.

(2) In the case of workers employed to perform a task the completion of which requires more than a fortnight, and in respect of whom intervals for the payment of wages are not otherwise fixed by collective agreement or arbitration award, appropriate measures should be taken to ensure—

- (a) That payments are made on account, not less often than twice a month at intervals not exceeding sixteen days, in proportion to the amount of work completed ; and
- (b) That final settlement is made within a fortnight of the completion of the task.

III. NOTIFICATION TO WORKERS OF WAGE CONDITIONS

6. The details of the wage conditions which should be brought to the knowledge of the workers should include, wherever appropriate, particulars concerning—

- (a) The rates of wages payable ;
- (b) The method of calculation ;
- (c) The periodicity of wage payments ;
- (d) The place of payment ; and
- (e) The conditions under which deductions may be made.

IV. WAGES STATEMENTS AND PAYROLL RECORDS

7. In all appropriate cases, workers should be informed, with each payment of wages, of the following particulars relating to the pay period concerned, in so far as such particulars may be subject to change :—

- (a) The gross amount of wages earned ;
- (b) Any deduction which may have been made, including the reasons therefor and the amount thereof ; and
- (c) The net amount of wages due.