

Fair & Responsible Pay — Narrative Inputs Sheet

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Not legal advice. Not a statutory remuneration policy or remuneration report.

King governance language on fair and responsible remuneration, Companies Act ss 30A/30B (where applicable), and JSE disclosure rules require **qualified legal counsel** and your company secretary. This sheet only gathers **HC inputs** (philosophy cues, grade link, band policy, anomaly list) for hand-off. Divine ICTP does not draft statutory rem policy/report text as a legal product and does not issue compliance certificates.

Purpose

Fill this before RemCo pack production so the rem story has structural bones: architecture → grades → bands → known anomalies. Hand the completed sheet to CoSec / counsel / external reward adviser for policy and implementation drafting.

1. Remuneration philosophy cues (client voice)

Prompt	Client notes (short)
How we describe “fair” in our context (internal relativity)	
How we describe “responsible” (affordability, sustainability, stakeholder lens — client wording)	
Link to strategy / talent priorities this year	
What we explicitly do not claim (e.g. “top of market for all roles”)	

2. Grade architecture link

Prompt	Client entry
Framework in force	
Date of last material grade refresh	
Where grade pack lives (document ID)	
Roles critical to this year’s rem narrative	
Public Service entities treated separately? (DPSA ≠ Paterson)	

3. Band policy inputs

Prompt	Client entry
Midpoint / positioning philosophy (approved or proposed)	
Range-width principles	
Survey source name	
Peer set	
Effective date of market data	
Roles outside policy (and approval path)	

No Divine medians. Numbers come from client-licensed sources only.

4. Anomaly & equal-value flags (list, don't judge)

ID	Issue type (acting / grade creep / orphan title / equal-value flag)	Role(s)	Hand to

5. Owners for narrative layers

Layer	HC owner	Receives hand-off
Policy narrative inputs		CoSec / counsel
Implementation / data tables		Reward / finance / counsel
Board / RemCo presentation (decisions requested)		RemCo secretariat

6. Pre-flight ticks

- Grade pack current for roles in the story
- Band table cites source + date
- Anomaly register attached or referenced
- Counsel engaged for statutory text
- Divine / HC adviser scoped for structure — not legal drafting

Discuss RemCo-ready structural inputs: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za

Enquire: <https://www.divineict.co.za/index.html?engagementType=remco-readiness#contact> Parent guide: </guides/remco-readiness-grades-and-bands.html> Related: </assets/pdfs/remco-readiness-one-pager.pdf> · </assets/pdfs/role-anomaly-acting-arrangements-register.pdf>

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