



Rewards & Recognition policy

Purpose

- To ensure instant recognition of outstanding performance.

Scope

- This scheme will cover all employees/full time consultants of the company and will extend to the following areas:
 - Outstanding individual/ team performance
 - Innovative/ creative work (ideas)
 - Image building/ public relations work for the company
 - One time cost saving or quality improvement jobs
 - Any other performance by an individual or team considered outstanding by the departmental head.

Procedure

- Functional Heads initiates the recognition process by filling the spot recognition mail sending to HR Department for approval
- The Functional Head/Station Head will present a financial reward with an appreciation letter from his/her side on every year 1st of April.

Policy for Best Employee Award

Object

The object of this company policy is to encourage the employee and to make award for their best performance, personality, time management in the project, attitude and approach on the task.

Authority for Award

The management is the final authority for awarding the reward to employee.

Duration for Award

This award will be distributed every year in the month of March. The management committee will evaluate all factors of employee perception, attitude and successful completion of the task in the stipulated time.

Type of Award

The award may cash or non-cash benefit to employee along with certificate from company.



Eligibility

Each and every employee is eligible to participate for this award.

Evaluation Criteria

The management will evaluate the following factors for this award;

- Professional skill on the task
- Personality
- Good Performance in the project
- Appreciation from the client
- Attitude among colleagues
- Innovative thinking on task
- Good Dressing code
- Time management
- Communicating power

Management Expectation

All employees should participate for this award in a positive manner and contribute for company goal.