



Team Engagement

Effective Date: June 2023

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1. Objective

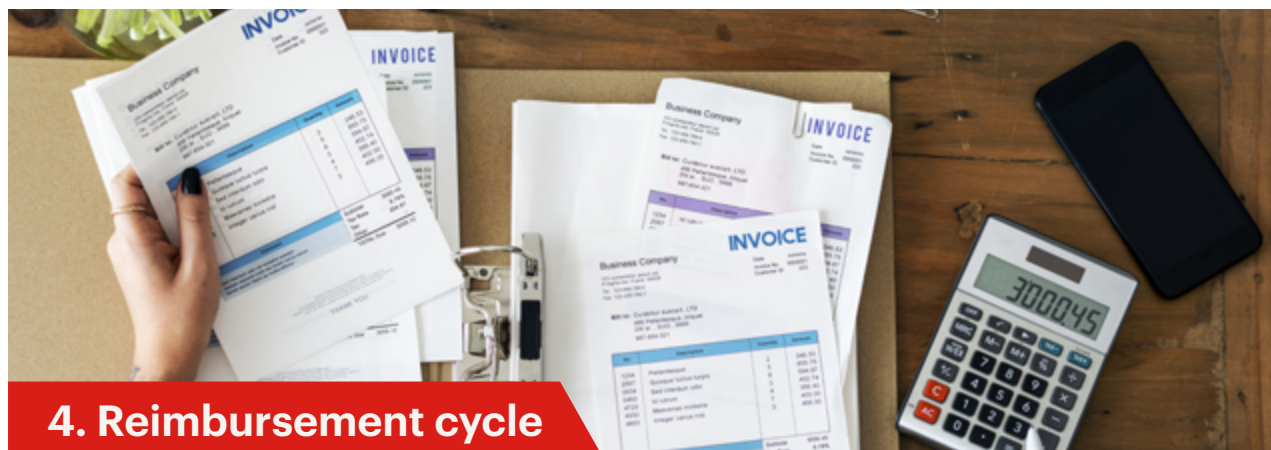
This policy aims to create a sense of bonding and collaboration among team members. People Managers are allocated a quarterly budget that can be expensed to have a team engagement activity. It can be an event or any other such activity which the manager thinks will help boost the morale of the team.

2. Eligibility

Employees, Interns, and Consultants

3. Scope & Coverage

- a. **Frequency:** Quarterly
- b. **Budget:** 750 INR/Person/Quarter



4. Reimbursement cycle

All the reimbursement needs to be claimed within the Financial year of (April to March). Old claims made in the new financial year will not be honoured.

5. Standards of behaviour

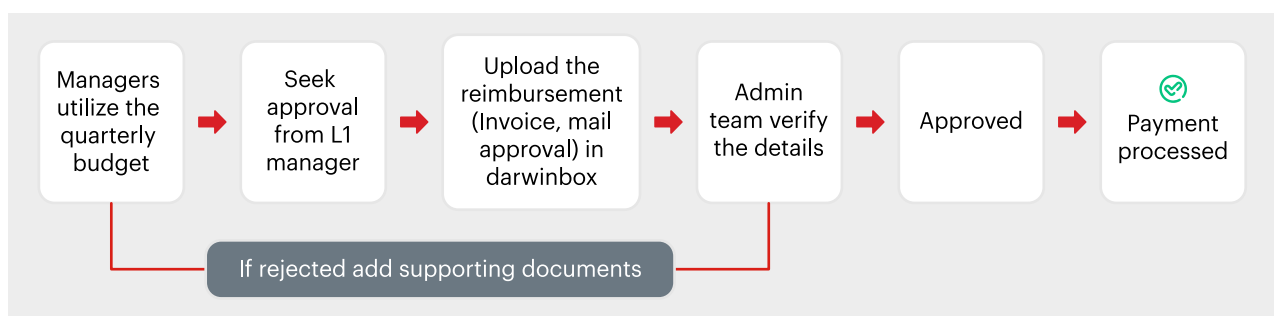
In all circumstances, employees are expected to conduct themselves in an appropriate and responsible manner. The Company's normal rules on behaviour, including the employee COC (code of conduct), will continue to operate during any social event. Please make sure that you are not engaging in any derogatory behaviour or at any point creating an uncomfortable scenario for your team.

Please treat any team meeting as a workplace environment. Consumption of alcohol, smoking, etc should be avoided at all times during work hours, and please make sure that your team members are comfortable before undertaking any activity.

6. Guidelines

- a. Managers should utilize their budget every quarter or maximum for 2 quarters.
- b. As & when the team number increases under a manager, there will be an addition of INR 750/head for new members to the team's budget.
- c. Expenses need to be claimed through Darwin box's reimbursement process only.
- d. The company would reimburse all expenses based on the submission of bills only.
- e. Previous year's budget will not be carried forward.
- f. People managers are entitled to utilize this budget for their own team.
- g. This budget is not applicable for project specific teams.
- h. Admin team is responsible to validate the expenses.
- i. Admin team has all the rights to reject the expense in the absence of proper supporting documents.

7. Process flow



8. Types of expenses covered



Team Outing



Team Lunch/Dinner



Employee Gifts



Contact

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Management Rights

Management reserves complete rights to make any change to the policy and the final interpretation of the policy. Any changes made to the policy shall be notified to the employees.