

Moback Technologies India Private Limited

Rewards & Recognition Policy

Created 16/01/2023

I. INTRODUCTION

This policy handbook is intended to act as a guide and a reference for new and existing employees alike and describes the various Rewards & Recognition programs at Moback.

This policy document is the property of the Company, and it is intended for your personal use and reference as an employee of the Company. Circulation of this handbook outside of the Company is prohibited.

The outlined policy is effective from 1st April 2023.

II. Quarterly Recognition of Outstanding Work

Three employees will be recognized each quarter based on their performance and nominations from their peer group. Peers within the same work group can nominate an employee for this award. This award will carry the title of “**The Front Runner**” for the quarter. The award comes with a **certificate** and a cash award of **Rs. 10000**.

Selection Process:

1. Nomination windows opens in the middle of a quarter for the current quarter and ends when the quarter ends. For example, nominations for Q2 2023 (Apr, May & Jun) will be accepted between 15th May 2023 and 30th Jun 2023. Employees can nominate their peers using the prescribed Google form, which will be shared in an email once the nomination window opens. Multiple employees can nominate the same peer for the award.
2. Delivery/Project Managers evaluate these nominations qualitatively & quantitatively and then short-list the most deserving ones for the award. This exercise will be completed by 10th of the month immediately after the quarter ends. The short-list of awardees communicated to HR team.
3. Incomplete/invalid nominations will be rejected.
4. HR team will communicate this to the awardees along with the certificate. The cash award will be paid in the following month's payroll cycle.
5. Number of “Kudos” received from peers (refer to next section) during the quarter will be considered as a factor in determining the awardees.

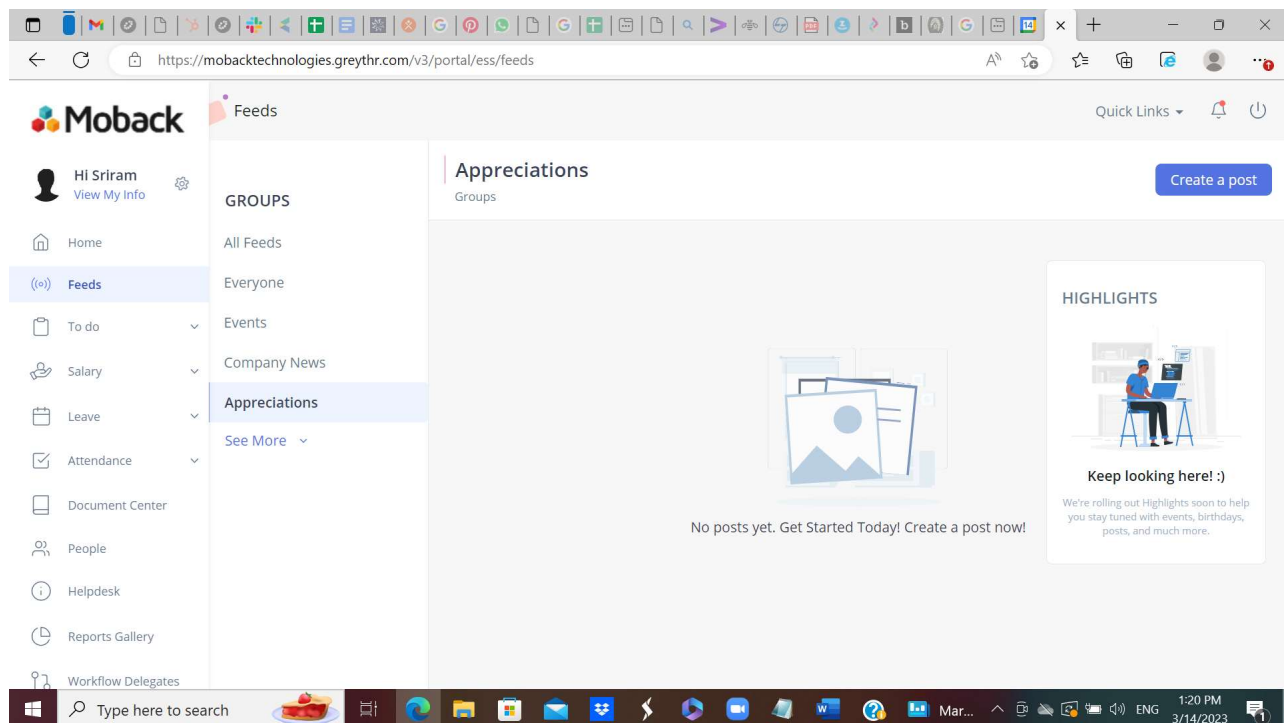
Eligibility Criteria:

1. All employees are eligible to nominate a peer for this award and to be nominated by their peers.
2. All nominations are eligible to be considered for the award, provided the nominees have not received this award in the past 2 quarters.
3. Nominees should have performed exceptionally well in that quarter and must have demonstrated behavior aligned with one or more of the five key performance enablers viz. **Leadership, Productivity, Innovation, Teamwork & Client Focus**. Specific instances where these were demonstrated should be highlighted and elaborated in the nomination form.

III. Instant Kudos

Employees are encouraged to give **instant "Kudos"** or **"Thank You"** to their peers who have gone out of their way to assist the employee to overcome a problem at hand. This fosters teamwork and helps create a healthier team bonding & structure, resulting in improved efficiency & throughput.

Employees would use the "Create a post" button under "Feeds" and "Appreciations" option under "Feeds" to post these instant "Thank You" or "Kudos" messages.



These kudos will be tracked and will be used as an input to determine quarterly awards and during the annual performance review.

IV. Service Recognition Awards

Loyalty is rewarded at Moback. Employees who complete their fifth year and tenth-year service anniversaries with the organization will be rewarded with a memento and a gift acknowledging their contributions to the growth, success, and stability of the organization. Employees will be recognized in the year that they complete these milestones.

For other yearly anniversaries, an email will be sent by the HR team with a copy to their Manager and the CTO, congratulating them on the milestone.