



REWARDS AND RECOGNITION



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1 Rewards and Recognition

Rewards and Recognition play a crucial role in keeping the employees motivated. It makes them feel more appreciated and valued by recognizing each other in a small or large way.

Types of Awards under Quadwave's Rewards and Recognition program:

- Quadwave Tenure Award
- Performance and Value Awards
 - Quadwave Shout Outs (QSO)
 - Quadwave Applause Award (QAA)
 - Quadwave Value Award (QVA)

This document provides an insight into Quadwave's Rewards and Recognition Program.



1.1 Quadwave Tenure Award (QTA)

Tenure Award is a way to recognize employees for their continued service at Quadwave year after year.

Tenure Award will be given to an employee who completes 3, 5, 10, or 15 years at Quadwave. It consists of Amazon or MakeMyTrip Voucher along with additional leave benefits.

Eligibility Criteria

- The Joining date as an employee will be considered as a basis for determining the total years of service

Process

- HR team will send out an appreciation email to the entire organization via email
- HR team will send out the gift vouchers and additional leave benefit details to the employee via email

Award Details

Award Title	Eligibility Years	Award Amount	Award Type	Leave Benefit	Leave Validity
The High Flyer	3	5,000	Amazon Voucher	1	3 Months
The Iron Pillar	5	10,000	Amazon Voucher	2	3 Months
The Decade Champion	10	20,000	MakeMyTrip Voucher	3	3 Months
The Collared Diamond	15	30,000	MakeMyTrip Voucher	4	3 Months

Leave Benefit

- It is the responsibility of an employee to inform their reporting manager and HR, and get prior approval through email for the QTA leave(s)
- Employee needs to utilize their QTA leave(s) within 90 days and plan it in advance with their reporting managers

1.2 Performance and Value Awards

1.2.1 Quadwave Shout Outs (QSO)

Shout Outs are in the moment, real-time recognition, and a perfect way of saying Thank You to an employee or Team for a noteworthy act or effort.

Send a Shout Out to someone

- Who has helped in brainstorming on your project/teamwork
- Who has provided you an additional hand on your project/team
- Who provided that Ad-hoc support when needed
- Who gave the right solution to problems faced
- Who gave the right directions to get the required help

Nomination Criteria

- Any Employee can give a Shout Out to their peers, team members, managers, or other team members



Process

- Employee will send a request to the HR team along with the message for whom the Shout Out has to be given
- HR team will then send out the Shout Out to the entire organization via email within one day

1.2.2 Quadwave Applause Award (QAA)

Reward an employee for their excellence in project/team contributions. Recognize them for their dedication and commitment, and encourage others to follow the way.

Nominate an Applause Award to someone

- Who has truly contributed to the greater success of the project/team
- Who has created an impact within the project/team
- Who has been the key contributor to the project/team

Award Details

- Cash Reward of Rs.5,000
- 3 Awards every Quarter

Nomination Criteria

- Employee at Band E can nominate someone at Band D and below but can't nominate someone in the same Band
- Employee at Band D can nominate someone at Band A, B, or C but can't nominate someone in the same Band
- If there is nobody at Band E or D level within a team, then an employee at Band C level can nominate for Band A and B

Process

- Leads/Managers will send in their nominations to HR at the end of every Quarter
- HR team will reach out to the leads/managers and collectively discuss the rightful candidates to whom this should be awarded
- HR team will announce the employees who have received this award in Quarterly All-Hands meeting, and email communication will also be sent out to all the employees

1.2.3 Quadwave Value Award (QVA)

Reward an employee for their exceptional contributions made. Recognize them for their achievement and encourage others to follow the way.

Nominate a Value Award to someone

- Who has gone beyond their assigned roles/responsibilities to ensure greater milestones are achieved
- Who has been inspirational in bringing significant changes at the project/organizational levels



- Who has been performing at a much higher level than their designated roles/responsibilities

Award Details

- Cash Reward of Rs.15,000
- 1 Award every Quarter

Nomination Criteria

- Employee at Band E can nominate someone at Band D and below but can't nominate someone in the same Band
- Employee at Band D can nominate someone at Band A, B, or C but can't nominate someone in the same Band
- If there is nobody at Band E or D level within a team, then an employee at Band C level can nominate for Band A and B

Process

- Leads/Managers will send in their nominations to HR at the end of every Quarter
- HR team will reach out to the leads/managers and collectively discuss the rightful candidate to whom this should be awarded
- HR team will announce the employee who has received this award in Quarterly All-Hands meeting, and email communication will also be sent out to all the employees