

### Document Control

**Document Name:** Atyeti Interview Engagement Reward Policy

**Version:** 2.0

Revision History Rev.	Date	Modification Details	Page	Developed By	Reviewed By	Approved By	Next Review Date
2.0	30-06-2025	Updated Entire Policy	Entire Document	Rohit Malagi	Vishvas More	Mahathi Busireddy	30-06-2026

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## **Atyeti Interview Engagement Reward Policy**

*"Earn While You Elevate"*

### **Objective:**

Atyeti recognizes the importance of employee involvement in the recruitment process and aims to encourage active participation by rewarding employees who contribute to conducting candidate interviews. This policy is designed to incentivize project-assigned employees for their valuable efforts in the hiring process.

### **Policy Details:**

#### **1. Eligibility Criteria:**

- This policy applies exclusively to billable/project-assigned employees.
- Bench resources and employees not currently assigned to any project are not eligible for this remuneration.
- Individuals holding the titles of Associate Principal, Principal, Senior Principal, Vice President, or Head—who also have direct reports listed in the HRMS—are excluded from eligibility.
- Employees must be actively involved in the interview process and meet the criteria set forth in this policy.

#### **2. Submission Guidelines:**

- Employees must submit the details of the interviews conducted to the Payroll Team to initiate processing of the reward.
- Interview details must be submitted to the Payroll Team via the official email address:

[Atyeti-APAC-Finance@atyeti.com](mailto:Atyeti-APAC-Finance@atyeti.com)

#### **• Deadline for Submission:**

- All interview records must be submitted on or before the 30th day of the last month of each quarter (i.e., March 30, June 30, September 30, December 30).
- Submissions received after the deadline will be carried over and processed in the next quarter's payroll cycle.
- Mandatory Submission Format (to be sent in tabular format):

Interview Date and Time	Candidate's Name	Position Applied For	Mode of Interview (e.g., Zoom, Teams, Phone)	Recruiter Name:

### 3. Remuneration Structure:

Interview assessments will be evaluated quarterly, and payment will be made once per quarter, following successful verification.

Number of Interviews	Remuneration (INR)
3-5 Interviews	1000/-
6-14 Interviews	2000/-
15 – 20 Interviews	4000/-
21 – 35 Interviews	6000/-
More than 35 Interviews	8000/-

Note: The quarter definitions are:

- Q1: January – March
- Q2: April – June
- Q3: July – September
- Q4: October – December

### 4. Verification and Payment:

- The **Payroll Team**, in collaboration with the **Recruitment Team**, will conduct **verification of submitted interviews** at the end of each quarter
- Once verified, payments will be processed in the **following month's payroll cycle**.  
*(Example: Q1 interviews verified in April → paid in April payroll)*
- Only verified submissions will be considered eligible for reward disbursal.

### 5. General Guidelines:

- This policy is intended as a goodwill incentive to recognize employees' additional efforts. Any misuse or false reporting of interviews will lead to strict action, including but not limited to revocation of the reward and potential disciplinary action.
- Employees must ensure the accuracy and timely reporting of interview details to avoid any delays in processing.

**6. Key Considerations:**

- The reward payment will be included in the regular payroll cycle for the month following the verified submission.
- All eligible interviews and corresponding submissions must be fully documented to qualify for the reward.

**Note:** Management reserves the right to amend, update, or modify this policy at its discretion, including any specific clauses or details.