

## BUSINESS AUTOMATION LIMITED

CIRT & INFRA TEAM

BCP-01

### *Teammate Birthday Celebration Policy*

The Birthday Celebration Policy aims to create a positive and inclusive work environment by recognizing and celebrating teammates' birthdays. This policy applies to all team members and outlines how the organization will acknowledge and celebrate birthdays.

#### **Scope:**

This policy applies to all employees within the *CIRT and INFRA* teams of *Business Automation Limited*.

#### **Birthday Acknowledgment:**

- The team lead or HR representative will acknowledge all teammates' birthdays by posting an official birthday message on the company's internal communication platform (e.g., EBS, WhatsApp, or email).
- If the birthday falls on a non-working day (e.g., weekends or public holidays), the acknowledgment will be made on the closest working day.

#### **Celebration Guidelines:**

- **Small Gift or Token:** A small gift (within a budget of **2000 taka**) or a birthday card will be given to each teammate. The team lead or a designated team member will be responsible for purchasing this.
- **Cake Celebration:** On the birthday day, a small birthday celebration, such as a cake-cutting ceremony, will be held during a designated break time. If the teammate is remote, an online gathering via Zoom or another platform may be arranged.
- **Participation by All Employees:** All employees are encouraged to join the celebration, creating an inclusive atmosphere. However, contributions for birthday celebrations will only be made by regular employees or teammates from the team.
- **Team Participation:** Team members are encouraged to participate in birthday celebrations to promote team bonding and positive morale. Participation in birthday celebrations is voluntary.

### Monthly Contribution to Birthday Celebrations:

- Each regular employee of the **CIRT and INFRA** teams will contribute **270 taka per month** towards the cost of birthday celebrations.
- The 270 taka contribution will be debited automatically at the beginning of each month.
- Contributions will be used to purchase gifts, cakes, and other related birthday-related expenses.

### Birthday List and Notifications:

- Teammates are requested to update their birth date information with HR or the team lead at the start of each year.
- HR or the team lead will maintain a birthday calendar and share it with all teammates to ensure timely acknowledgment.

### Remote Teammates:

For teammates who work remotely, the team will organize an online celebration or recognition through a virtual meeting, and a birthday card or small gift will be sent electronically or via mail.

### Workplace Conduct:

- Birthday celebrations are intended to be brief (**15-30 minutes**) and should not disrupt the team's normal workflow.
- All celebrations must be respectful and considerate of all cultural and religious backgrounds. Participation in birthday-related activities is optional, and **there should be no pressure on anyone to attend.**

### Responsibilities:

- The HR department or team lead will oversee birthday celebrations and ensure the policy is followed.
- Teammates are encouraged to contribute to maintaining a positive and inclusive environment by participating in birthday celebrations.

**Feedback and Suggestions:**

Teammates are welcome to provide feedback or suggestions on improving birthday celebrations. Feedback can be directed to HR or the team lead.

*Effective From: September,2024*

