

# Employee Rewards Program

## General Rules

- The points and credit system is designed to reward employee performance, collaboration, and personal development.
- Points are awarded based on tasks, project milestones, and special company initiatives.
- These points can be exchanged for a variety of rewards, including “Normal Tickets” and “Premium Tickets.”
- Each reward has a specific point value, and these values are subject to change based on availability and company policy.
- Certain passes, such as the TaskMaster Pass and SwitchPass, require manager approval before use.
- Some cards are for individual use, while others, like the TeamFeast Pass, are for team-based rewards and require coordination with your team.
- Referral-based tickets like InternPass, ProjectPass, and SkillBoost Pass are valid for one referral each. You must ensure the referred individual completes their registration and any required payment for the reward to be credited.
- The PointXchange Card allows you to convert points into other benefits, such as cash or specific perks, as per the current exchange rate.
- All rewards are non-transferable unless explicitly stated on the card (e.g., PointSwap Card).

## Terms & Conditions

- **Eligibility:** The rewards program is open to all full-time employees. Temporary employees, contractors, and interns are not eligible to participate in all aspects of the program unless specified otherwise.
- **Point Accrual:** Points are awarded at the company's discretion. Any attempt to manipulate the system or fraudulently accrue points will result in immediate disqualification from the program and possible disciplinary action.
- **Validity:** All reward tickets and cards are valid for a limited time, as specified on the reward itself. Expired rewards cannot be redeemed or reinstated.
- **Redemption:** Rewards must be redeemed through the official company portal. The company is not responsible for any lost, stolen, or damaged reward codes or vouchers.

- **Changes to Program:** The company reserves the right to modify, suspend, or terminate the rewards program at any time, with or without notice. This includes changing the point values, available rewards, and program rules.
- **Third-Party Vendors:** The company is not liable for the products or services provided by third-party vendors (e.g., partnered restaurants, travel agencies). Any issues with these services must be resolved directly with the vendor.
- **Dispute Resolution:** All disputes regarding the rewards program will be handled internally and a final decision will be made by management.

## **Premium Cards Rewards**

### **1. PlayPro Pass**

*Redeem a PlayStation from company sponsorship.*

#### **Rules & Conditions:**

- Redemption is subject to stock availability and may take up to 90 days.
- Model and color will depend on availability.
- The PlayStation will be installed and used within the company premises; it is not for personal ownership or home use.

### **2. CoolWave Card**

*Premium branded coolers or sunglasses.*

#### **Rules & Conditions:**

- The reward value is limited to ₹3000.
- Brand and model can be chosen by the employee within this budget.
- Cannot be exchanged for cash.

### **3. BassBoost Badge**

*Boat Over-Ear Headphones for immersive sound.*

#### **Rules & Conditions:**

- Employee may select any one option from 3 models shared by the company.
- Selection must be confirmed within one working day of options being provided.
- The company will not be responsible for manufacturer defects.

### **4. Vibe Pass**

*Free entry to any concert of your choice.*

#### **Rules & Conditions:**

- Employee may choose the concert location and details, subject to company approval and availability.
- The employee must inform the company in advance about which concert they plan to attend.
- Pass is strictly for personal use and cannot be transferred to any other employee within the company.

## **5. SoundPods Pass**

*Boat Airdopes (True Wireless Earbuds) for music & calls on the go.*

### **Rules & Conditions:**

- Employee may select any one option from 3 models shared by the company.
- Model and color will depend on availability at the time of redemption.
- Selection must be confirmed within one working day of options being provided.
- The company will not be responsible for manufacturer defects.

## **6. TabX Card**

*Latest branded tablet device.*

### **Rules & Conditions:**

- Employee may choose one option from 3 models shared by the company.
- Brand and model are subject to availability and cannot be exchanged for cash.
- Redemption is subject to a 90-day waiting period.
- The item will remain part of the company's assets and is provided for use during employment. It should be handed back respectfully at the time of relieving.

## **7. StyleFlex Pass**

*Custom costume shopping worth ₹2999.*

### **Rules & Conditions:**

- Employee may redeem the voucher at any approved retail store or online shopping website.
- The reward value is limited to ₹2999.
- Employees are required to notify the company in advance before redemption for approval and record purposes.
- Any unused voucher value will be forfeited.
- Must be redeemed within 90 days of issue.

#### **8. StepUp Card**

*Crocs shopping voucher worth ₹4999.*

##### **Rules & Conditions:**

- Employee may redeem the voucher at any approved retail store or online shopping website.
- The reward value is limited to ₹4999.
- Employees are required to notify the company in advance before redemption for approval and record purposes.
- Any unused voucher value will be forfeited.
- Must be redeemed within 90 days of issue.

#### **9. TrekPass**

*Woodland branded shoes for travel & style.*

##### **Rules & Conditions:**

- Employee may redeem the voucher at any approved retail store or online shopping website.
- The reward value is limited to ₹4999.
- Employees are required to notify the company in advance before redemption for approval and record purposes.
- Any unused voucher value will be forfeited.
- Must be redeemed within 90 days of issue.

## **NORMAL CARDS**

### **10. Intern Pass (15 or 30 days)**

*Refer one intern for a 15-day or 30-day internship. The internship amount is credited as a reward once they join.*

#### **Rules & Conditions:**

- The referred intern must successfully join and complete their registration and payment.
- This ticket is valid for one referral only.
- Reward amount is subject to verification of referral details.
- Once the intern joins, the internship amount will be credited to you as a reward.
- The card expires within 30 days.

### **11. Project Pass**

*Refer one intern for a 30-day project. You receive the full project fee as your reward.*

#### **Rules & Conditions:**

- The referred intern must successfully join, complete registration, and the project fee payment.
- This ticket is valid for one referral only.
- Reward amount is subject to verification of referral details.
- Once they join, the project amount will be credited to you as a reward.
- The card expires within 30 days.

### **12. Skill Boost Pass**

*Refer someone to a domain course. Once they register, you receive the course fee.*

#### **Rules & Conditions:**

- The referred individual must successfully register and make the required payment for the course.
- Reward amount is subject to verification of referral details.

- Once they joins, the amount will be credited to you as a reward.
- The card expire within 30 days.
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### **13. Dine Solo Card**

*Enjoy a special dinner for one at a restaurant or via food delivery.*

#### **Rules & Conditions:**

- Valid only at company-approved restaurants.
- A maximum budget is defined by the company for this reward.

### **14. Team Feast Pass**

*Celebrate with your team over a fully sponsored dinner.*

#### **Rules & Conditions:**

- Requires coordination and approval from the immediate manager.
- Valid only at company-approved restaurants and within a set budget.

### **15. CineSolo Pass**

*A movie ticket for one, for the cinema or online.*

#### **Rules & Conditions:**

- Valid for standard movie screenings only; not applicable for special events, premieres, or 3D/IMAX unless specifically approved.
- Tickets are issued individually and are not to be shared with other employees.
- The employee may choose the film, subject to availability.
- Employees are required to inform the company in advance about the selected movie for approval and record purposes.

### **16. CineCrew Pass**

*A movie night for the entire team with tickets covered.*

#### **Rules & Conditions:**

- Valid for standard movie screenings only; not applicable for special events, premieres, or 3D/IMAX unless specifically approved.
- Tickets are issued only your team and are not to be shared with other employees.
- The employee may choose the film, subject to availability.
- Employees are required to inform the company in advance about the selected movie for approval and record purposes.

#### **17. WanderSolo Pass**

*A sponsored solo day tour package.*

##### **Rules & Conditions**

Trip is subject to company-defined destinations and budgets.

Requires prior approval from management.

The company will provide food, travel, and stay arrangements; any additional personal expenses will be the responsibility of the employee.

#### **18. WanderTeam Pass**

*A sponsored team adventure trip.*

##### **Rules & Conditions:**

- Trip is subject to company-defined destinations and budgets.
- Requires prior approval from management.
- The company will provide food, travel, and stay arrangements; any additional personal expenses will be the responsibility of the employee.

#### **19. PlayMax Card**

*Book a sport activity worth ₹1000.*

##### **Rules & Conditions:**

- Employees may purchase sports or play items of their choice within the defined budget.
- All items are to be used **within the company premises only**.
- Prior approval from the immediate manager is required.

## 20. LeaveFlex Card

*Take a full day off without affecting points or salary.*

### Rules & Conditions:

- Requires approval from the immediate manager at least **24 hours in advance**.
- Cannot be combined with other leave types to extend holidays.
- Leave requests may be delayed during periods of **high workload or critical project requirements**.

## 21. HalfTime Card

*Get half a day off for personal needs, stress-free.*

### Rules & Conditions:

- Requires approval from the immediate manager at least 24 hours in advance.
- Cannot be combined with other leave types.
- Requests may be delayed during periods of **high workload or critical project requirements**.

## 22. QuickExit Card

*Step out early with official approval.*

### Rules & Conditions:

- Requires manager approval before leaving the office.
- Must be used for a maximum of 2 hours.
- Requests may be delayed during periods of **high workload or critical project requirements**.

## 23. SnackBoost Card

*Enjoy snacks worth up to ₹300 for a day.*

### Rules & Conditions:

- Valid for one-time use up to the specified amount.
- Must be redeemed via company approved shops



## 24. Recharge+ Pass

*A prepaid mobile recharge for 3 months.*

### Rules & Conditions:

- Mobile network and plan are at the company's discretion.
- Recharge requests must be informed to the company in advance.
- This reward cannot be converted to cash.

## 25. Foodie Card

*Your entire day's food expenses (breakfast, lunch, dinner) are covered.*

### Rules & Conditions:

- Valid only for company-approved dining options and budgets.
- Applicable only on **working days** and for **the employee alone** (not transferable).
- The maximum budget for this reward is ₹799.

## 26. TeamLunch Pass

*Enjoy a delicious lunch outing with your team, fully paid by the company.*

### Rules & Conditions:

- Requires manager approval and a pre-set budget.
- Valid only for company-approved restaurants.
- Applicable only on **working days** and for **the employee alone** (not transferable).

## 27. SoloBite Card

*A special lunch treat just for you.*

### Rules & Conditions:

- Valid only for company-approved dining options and within a maximum budget.
- Cannot be converted to cash.

## 28. TaskMaster Pass

*Skip one task by passing it to a teammate (with manager approval).*

### Rules & Conditions:

- Requires explicit approval from the immediate manager.
- The teammate must agree to take on the task.
- This reward is strictly for work-related task delegation and not for any form of personal pressure or misuse.
- If the delegated task is not completed, corresponding reward points may be deducted from the employee's account.

## 29. PointSwap Card

*Transfer your earned points to a colleague or friend.*

### Rules & Conditions:

- Can only be used to transfer points to a full-time, eligible employee.
- Transfers are irreversible.
- This reward is strictly for **work-related task delegation** and not for any form of personal pressure or misuse.
- Requires explicit approval from the immediate manager.

## 30. PointCollab Card

*Team up and pool points with a teammate for bigger rewards.*

### Rules & Conditions:

- Points collaboration is allowed only during designated **reward periods**.
- Both employees must hold a **Collab Card** to combine points.
- The collaboration can be used **only once per person**.
- Prior information and approval from the manager are required before combining points.

## 31. LateEntry Pass

*Come late to the office once without losing points.*

### Rules & Conditions:

- One-time use only. Requires prior notification to the immediate manager.
- Does not apply to project deadlines or important meetings.

## 32. PlayHour Solo

*Get extended gaming/relaxation time during office play sessions.*

**Rules & Conditions:**

- The extra time is a one-time reward and must be used within office hours.
- Requires prior approval from the immediate manager.

**34. PlayHour Team**

*Your whole team gets bonus gaming/playground hours.*

**Rules & Conditions:**

- The extra time is a one-time reward for the team and must be used within office hours.
- Requires prior approval from the immediate manager.

**35. ShopCard 1K**

*Shopping voucher worth ₹1000 at partnered outlets or online.*

**Rules & Conditions:**

- Valid only at company-approved outlets.
- Cannot be exchanged for cash or transferred to others.
- Requires prior approval from the immediate manager.
- Any unused balance will be forfeited.
- The company is not responsible for **warranty, service, or product-related issues** after redemption.
- This reward is subject to **availability and budget limits** defined by the company.

**36. ShopCard 2K**

*Shopping voucher worth ₹2000 at partnered outlets or online.*

**Rules & Conditions:**

- Valid only at company-approved outlets.
- Cannot be exchanged for cash or transferred to others.
- Requires prior approval from the immediate manager.
- Any unused balance will be forfeited.

- The company is not responsible for **warranty, service, or product-related issues** after redemption.
- This reward is subject to **availability and budget limits** defined by the company.

### **37. ShopCard 3K**

*Shopping voucher worth ₹3000 at partnered outlets or online.*

#### **Rules & Conditions:**

- Valid only at company-approved outlets.
- Cannot be exchanged for cash or transferred to others.
- Requires prior approval from the immediate manager.
- Any unused balance will be forfeited.
- The company is not responsible for **warranty, service, or product-related issues** after redemption.
- This reward is subject to **availability and budget limits** defined by the company.

### **38. PointXchange Card**

Exchange your reward points with another employee of your choice.

#### **Rules & Conditions:**

- Points can only be exchanged between two employees holding this card.
- Both employees must mutually agree to the exchange.
- Prior approval from the immediate manager is required before processing the exchange.
- Each exchange is final and cannot be reversed once approved.
- If the request is denied after initiation, a deduction of points may be applied to the requesting employee.

### **39. SafeGuard Card**

*Protect yourself from penalties or negative point cuts once.*

#### **Rules & Conditions:**

- Valid for a single penalty, and does not apply to gross misconduct or major policy violations.
- Must be redeemed at the time of the penalty.

#### 40. StreamOne Card

*Enjoy 1 streaming platform like Netflix, Prime, or Hotstar for 1 month. (One Platform One Month)*

##### Rules & Conditions:

- The specific platform is at the company's discretion and may be changed at any time.
- This reward is **non-transferable** and can only be used by the assigned employee.
- Must be redeemed within the **validity period** defined by the company.
- Cannot be exchanged for cash or adjusted against any other benefit.
- The company is not responsible for **platform-related service issues** after activation.

#### 41. StreamMax Card

*Binge watch unlimited content – 3 platforms unlocked for 1 month. (3 platform One Month)*

##### Rules & Conditions:

- The specific platform is at the company's discretion and may be changed at any time.
- This reward is **non-transferable** and can only be used by the assigned employee.
- Must be redeemed within the **validity period** defined by the company.
- Cannot be exchanged for cash or adjusted against any other benefit.
- The company is not responsible for **platform-related service issues** after activation.

#### 42. StreamOne+ Card

*Choose your favorite OTT and enjoy it uninterrupted for 3 months. (One Platform 3 month)*

##### Rules & Conditions:

- The specific platform is at the company's discretion and may be changed at any time.
- This reward is **non-transferable** and can only be used by the assigned employee.
- Must be redeemed within the **validity period** defined by the company.
- Cannot be exchanged for cash or adjusted against any other benefit.
- The company is not responsible for **platform-related service issues** after activation.

#### 43. StreamMax+ Card

*Full entertainment package – 3 streaming apps for 3 months. (3 platform 3 month)*

##### **Rules & Conditions:**

- The specific platform is at the company's discretion and may be changed at any time.
- This reward is **non-transferable** and can only be used by the assigned employee.
- Must be redeemed within the **validity period** defined by the company.
- Cannot be exchanged for cash or adjusted against any other benefit.
- The company is not responsible for **platform-related service issues** after activation.

#### 44. CashCard 1K

*Direct cash bonus of ₹1000 added to your wallet/account.*

##### **Rules & Conditions:**

- Payment will be processed through the company's **standard payroll cycle**.
- Cannot be exchanged for points or substituted with other rewards once redeemed.
- Subject to applicable taxes and statutory deductions, if any.
- Approval from the immediate manager and HR is required before processing.
- Once redeemed, the request is **final and cannot be reversed**.

#### 45. CashCard 500

*Quick reward of ₹500 as instant bonus.*

##### **Rules & Conditions:**

- Payment will be processed through the company's **standard payroll cycle**.
- Cannot be exchanged for points or substituted with other rewards once redeemed.
- Subject to **applicable taxes and statutory deductions**, if any.
- Approval from the immediate manager and HR is required before processing.
- Once redeemed, the request is **final and cannot be reversed**.

#### 46. Solo No point card

*Enjoy a day where mistakes don't affect your points.*

##### **Rules & Conditions:**

- When applied, the selected employee or team will **not receive any points or credits** for that day.
- Usage must be for work-related and professional purposes only, not personal disputes.
- Prior approval from the immediate manager is required before application.
- Cannot be used in cases of **gross misconduct or policy violations**, where formal disciplinary action will apply instead.
- Each card is valid for **one-time use only** and within the defined validity period

#### 47. Team no points card

*Your whole team is safe from point deductions for a day.*

##### **Rules & Conditions:**

- When applied, the selected employee or team will **not receive any points or credits** for that day.
- Usage must be for work-related and professional purposes only, not personal disputes.
- Prior approval from the immediate manager is required before application.
- Cannot be used in cases of **gross misconduct or policy violations**, where formal disciplinary action will apply instead.
- Each card is valid for **one-time use only** and within the defined validity period

#### 48. FamTrip Pass

*Take your family on a sponsored outing/trip with expenses covered.*

##### **Rules & Conditions:**

- The trip is subject to company-defined destinations and a maximum budget.
- Requires manager approval and a 90-day waiting period.
- The company will cover food, travel, and stay expenses.
- Any additional personal expenses beyond the defined budget are the responsibility of the employee

#### 49. DarePass

*Challenge a teammate with a fun dare – laughter guaranteed.*

##### **Rules & Conditions:**

- The challenge must be light-hearted, fun, and appropriate for the workplace.
- Requires prior manager approval and the teammate's consent.
- Challenges must not disrupt productivity, create discomfort, or go against company policies.
- Once accepted, the challenge must be completed within the defined time limit.

#### 50. MinusPass 1

*Use it to deduct a small number of points from someone else.*

##### **Rules & Conditions:**

- The card is intended for **fun and team engagement purposes only**, not for personal grievances.
- Usage requires the teammate's consent and prior manager awareness.
- Cannot be used to settle disputes, penalize mistakes, or cause discomfort.
- Each use is limited to the **defined deduction value** and cannot be exceeded.

#### 51. WFH Flex 1

*Work from the comfort of home for one day.*

##### **Rules & Conditions:**

- Requires **manager approval** at least 24 hours in advance.
- Cannot be used on days with mandatory in-office meetings, reviews, or team events.
- Approval may be restricted during critical deadlines or high workload periods.
- This pass is valid for **one working day only** and is non-transferable

#### 52. WFH Flex 2

*Extend flexibility – 2 days of work from home allowed.*

##### **Rules & Conditions:**

- Requires **manager approval** at least 24 hours in advance.
- Cannot be used on days with **mandatory in-office meetings, reviews, or team events**.



- Approval may be restricted during **critical deadlines or high workload periods**.
- This pass is valid for **one working day only** and is non-transferable.

### 53. TeamShield Card

*Teamwide immunity from penalties for one day.*

#### Rules & Conditions:

- The shield is valid for a single day and applies only to point-based penalties.
- It does not apply to cases of gross misconduct, ethical breaches, or major policy violations.
- Prior approval from the immediate manager is required before usage.
- The shield must be used within the validity period defined by the company and cannot be carried forward.

### 54. SwitchPass

*Switch your assigned task with someone else's (with approval).*

#### Rules & Conditions:

- Requires **explicit manager approval** and the **consent of the teammate** who will take on the task.
- All points, rewards, or penalties linked to the task will **transfer along with the task**.
- This card **cannot be used to avoid work** or reduce accountability.
- The swap must be completed within the **deadline of the original task**.
- Only one task swap is allowed per card use.

### 55. RewardX2 Card

*Earn double the reward points for one completed task.*

#### Rules & Conditions:

- This card applies to a single, company-approved task.
- The doubling of points is subject to manager verification.
- The task must be within the specified period defined by the company.
- Cannot be combined with other point-multiplier cards unless explicitly approved

### 56. ShieldX Card

*Block one negative action or penalty completely.*

**Rules & Conditions:**

The shield is valid for a single day and applies only to point-based penalties.

- It does not apply to cases of gross misconduct, ethical breaches, or major policy violations.
- Prior approval from the immediate manager is required before usage.
- The shield must be used within the validity period defined by the company and cannot be carried forward.

**57. OverTime+ Card**

**Assign or receive bonus pay for an overtime shift.**

**Rules & Conditions:**

- Can be used for a single, company-approved overtime shift.
- When applied to another employee, it acts as a task/penalty card, requiring them to complete the overtime shift.
- Usage is subject to manager verification of hours worked and approval.
- Cannot be applied in cases of gross misconduct or beyond legal working hours.
- Each card is valid for one-time use only

**58. BreakBoost Card**

*Enjoy an additional one-hour break during office hours.*

**Rules & Conditions:**

- Requires manager approval.
- This is a one-time reward for an additional one-hour break and cannot be used to extend lunch or other scheduled breaks.

**59. OfferX Card**

*Unlock a mystery perk from the company.*

**Rules & Conditions:**

- This reward is a surprise perk at the company's sole discretion and is not guaranteed to have any specific value or benefit.

#### **60. ClashPass**

*Face off with another member in a fun penalty game.*

##### **Rules & Conditions:**

- This card is for a single, fun, and competitive challenge with a teammate.
- It requires manager approval.

#### **61. NapPass**

*Get permission to take a power nap during work.*

##### **Rules & Conditions:**

- This reward is valid for a **single, 2-hour nap** and must be **company-approved**.
- Requires **manager approval** in advance.
- Must not interfere with work responsibilities, deadlines, or team activities.
- Cannot be combined with other break extensions or leave benefits.
- The timing of the nap is **subject to manager discretion** based on workload and operational needs.
- Non-transferable and valid only for the assigned employee

#### **62. ReBoost Card**

*Additional mobile recharge beyond your normal plan.*

##### **Rules & Conditions:**

- The company reserves the right to select the mobile network and plan for this reward.
- This reward is non-transferable.

#### **63. TreatPass**

*Sponsor or receive a fun food/drink treat.*

##### **Rules & Conditions:**

- This reward is valid for a single, company-approved treat.
- The treating employee or item is **at the company's discretion**.
- Requires teammate consent and manager approval before use.

- Intended for **fun and team engagement purposes only**, not for personal disputes or misuse.
- The assigned treat must be claimed **within the defined validity period**.
- Cannot be combined with other rewards or perks.

#### **64. FamDinner Pass**

*Dinner outing for your family fully covered.*

##### **Rules & Conditions:**

- Subject to a company-defined budget and manager approval.
- Valid only for employees and their immediate family.
- Must be redeemed at company-approved restaurants.
- Any expenses beyond the budget are the employee's responsibility.
- Prior notice to the company is required.
- Non-transferable and valid within the defined period.

#### **65. ChillDay Pass**

*Take a complete rest day without affecting points.*

##### **Rules & Conditions:**

- Requires manager approval and is subject to operational needs.
- Cannot be used during critical deadlines.
- Valid for one-time use only.
- Must be informed to the company in advance.

#### **66. TeamPlus Card**

*Your team gets a special bonus or perk for better performance.*

##### **Rules & Conditions:**

- This is a **one-time reward** for the team and requires **manager approval**.
- The **bonus points value** is determined at the company's discretion.
- Applicable only for tasks completed on the **designated day**.
- Non-transferable and valid only for the assigned team.