	DYNA-K AUTOMOTIVE STAMPINGS PVT LTD	Doc. No. :	QF/14/13
		IATF Clause No.	7.3.2
		Rev. No. :	01
		Rev. Date :	1/12/2017
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EMPLOYEE MOTIVATION POLICY & PROCEDURE


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Introduction:

At Dyna-K Automotive Stampings Pvt. Ltd., we believe that our employees are assets for the company, so we strive to retain motivated workforce and always encourage them for better performance. We also believe that employee participation in all processes is very instrumental in achieving success, meeting customer requirement and in working towards our Quality Objectives.

We recognise that our employees are the key to our success and nothing can be achieved without their engagement. The work environment and working drive plays a vital role in growing with the employees. Management has initiated various people processes to the overall employee engagement.

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Following are the initiatives taken by the company.

1. A flexible and dynamic organization

Dyna-K is committed to continue the journey to establishing flat and flexible structures with minimal levels of management and broad spans of control, which enable people development, increase efficiency, and ease implementation of our Management and Leadership Principles.

Less hierarchical layers call for increased cooperation between colleagues. This is what will make the organisation more flexible and more accountable. Indeed, it supports today and tomorrow's business requirements for an agile and innovative company working with ever-competitive intensity

ⁱRef : Corporate organization structure

2. Employee Health & safety

We are committed to providing our employees all over the with good working conditions, a safe and healthy work environment. Those with line management responsibilities are required to take personal ownership of safety and health within their area of responsibility and are encouraged to develop their capability in this area.

Our commitment however goes beyond our own employees. We care about all people working inside or outside our premises under contractual obligations with service providers and we insist that they also take steps so that adequate working conditions are made available to them. A free medical health checkup is done for the all employees every year.

HR sets date for health checkup week , based on expiry of last checkup

3 days prior intimation given to selected Testing laboratory.


On receipt of confirmation mail, list of employees with age , date of birth and area of work submitted

List of employees above 40 separately given for ECG requirement

Space given to Laboratory for set up on fixed days of visit

Health checkup conducted on premise

Within 7 days, health checkup report (Form # 7) to be submitted by Laboratory to HR

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3. Safety Awareness and support:

Good quality safety materials like Gloves, Goggles, Safety shoes & Ear Plugs are provided to the workers to avoid accidents.

In the 1st week of March the Safety week is celebrated to create the awareness about the safety.

4. Compensation & Benefits:

A high performance culture supported by differentiated rewards and development is key to the delivery of individual and business objectives. This is driven by the alignment of clear and challenging responsibilities and ensuring that employees are aware of how their work impacts the organisations quality objectives

We ensure that employees are given the necessary compensation and benefits as per the market as well as industry region comparison. We compensate based upon their performance every year in February.


5. Employee Recognition:

Attracting new hires and keeping current employees engaged is about not only remuneration and benefits based on solid performance. It is also about the hard-earned value and trust that our name brings to those who work with us; the relationships with our line managers and fellow workers; recognition and experiences enjoyed while working for a diverse global company; and possibilities to learn and grow. We acknowledge the achievements and contributions our employees have made to the company at our **Annual award ceremony**.

The Awards also recognize for their long years of service as well as those who have gone beyond the call of duty in discharging their responsibilities. We celebrate this function every year on Dusshera Festival.

6. Training & Leadership Development

Learning is part of the Company culture. Employees at all levels are systematically encouraged to consider how they upgrade their knowledge and skills. The Company determines training and development priorities. The responsibility for turning these into actions is shared between employees, team leaders and the Human Resources. Experience and on-the-job training are the primary source of learning.

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Line managers have the prime responsibility for building and sustaining an environment where people have a sense of personal commitment to their work and give their best to ensure our Company's success. They care for and develop the leaders of tomorrow.

"Ref :Dyna-K Training Policy

7. Communication Meeting:

We have built a culture based on values of trust, mutual respect and dialogue. Dyna-K management and employees, work daily to create and maintain positive individual and collective relationships, and are expected to do so as a core part of their job. Dyna-K not only upholds the freedom of association of its employees and the effective recognition of the right to collective bargaining, but also ensures that direct and frequent communication is established in the workplace.

During the first week of every month, the meeting is planned to give brief information about previous month performance and upcoming targets. In addition, the top management team appreciates the top performer of the month.

8. Involvement of Employees in Continuous improvement.

We involve all the employees of our company from bottom to top in every improvement activities like TPM Circles and Kaizen Drives etc.

9. Annual get together of Employee and their Families:

Employees and their families are brought together equally and programs are arranged on annual basis.


10. Birthday Celebration:

We have a policy wherein we celebrate Birthday at the end of each month. We have a small function in office & also cut the cakes and serve snacks.

11. Employee Engagement Activities:

Following are the competitions where employees can showcase their skills & Knowledge. Duly the existing committee will decide awards. It will be flexible as per circumstances.

- i. Cricket internal /external participation.
- ii. 1's, 2's competition
- iii. Kaizen competition

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- iv. Drawing Competition for employees as well as their Children.
- v. Picnics for associates

12. In-house Bulletin.

The In-house bulletin is published half yearly which includes the message from the director regarding existing business and further plan of the company. This also includes achievements of all employees during that particular period.

13. Festival Greetings.

At the time of Dusshera & Diwali, the management is providing Sweet Boxes to every employee.

14. Employee Welfare:

We are committed to providing our employees all over the world with good working conditions, a safe and healthy work environment, and flexible employment possibilities that support a better balance of private and professional life. Facilities below are available to all employee at the company:

- i. Canteen: Hygienic ,healthy food is provided to the employees. By way of breakfast and lunch / dinner at subsidized rates.
- ii. Uniform : It provides the identity for the employees of working with our organization. The company provides a pair of uniforms in a year.
- iii. Hospital services : If any employee met with an accident within factory premises during working hours company is taking proper care of his/her hospitalization.
- iv. Medi-Claim Policy: All the employees are covered under Personal Accident insurance covers and also cover under medic aim policy . These are not under ESIC.

ⁱⁱⁱRef :Dyna-K Training Policy

i Ref : Corporate organization structure: Doc #

iiRef :Dyna-K Training Policy : Doc #

iii Ref :Dyna-K Employee handbook / Code of conduct : Doc #