



SERVICE MILESTONE RECOGNITION POLICY

Objective

To recognize the employees who have served KSB for a significant period contributing to the organizational growth & success.

Scope

This revisions in this policy marked in red will be applicable to all Management staff of KSB Tech Pvt. Ltd. with effect from January 01, 2025.

Types of Awards

The 5 types of leagues identified for appreciation are

Service	Reward category	Reward	Felicitation by
5 Years	Fantastic 5	Dinner with family upto INR 3000 + Certificate (signed by VP - HR)	Functional / Dept. Head
10 years	Tremendous 10	Non-Manager : Dinner with Family upto Rs. 4500/- + Memento + Certificate (signed VP - HR) Manager : Dinner with Family upto Rs. 4500/- + KSB Gratuity scheme benefit + Certificate (signed by VP - HR)	Functional Head
15 years	Incredible 15	Dinner with Family upto Rs. 4500/- + Certificate (signed by VP - HR)	Functional Head
20 years (Applicable from 01.01.2025 onwards)	Super 20	Dinner with Family upto Rs. 7500/- + Certificate (signed by VP - HR)	Functional Head
25 years (Applicable for employee joined before 31.12.2024)	Splendid 25 (Silver jubilee)	Gold coin 25 gms + Certificate (signed by MD)	Managing Director
25 years (Applicable for employee joining on or after January 1, 2025)	Splendid 25 (Silver jubilee)	Dinner with Family upto Rs. 10000/- + Certificate (signed by MD)	Managing Director

Note :

KSB Gratuity scheme communicated as per Circular dated 05.05.2023 is applicable to employees who have been on rolls of the Company before 31st December 2023.

Gratuity as per the Gratuity Act 1972 will be applicable to employees who have joined from 1st January 2024 onwards.

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Responsibility

- **Human Resources** - Provide memento for long service rewards & arrange Silver jubilee celebration
- **Finance** - Process the Dinner reimbursement claims within 15 days of claim submission.
- **Department Head / Functional Head** - Felicitate the employee during monthly Department meeting / appropriate occasion.

Operating Guidelines

- Employees completing the defined service tenure with KSB shall be eligible for this reward.
- Felicitate employees as and when they accomplish any of the 5 leagues with KSB.

- Employees may take along their family / friends for non-alcoholic lunch / dinner and submit the hotel bill to Finance.

- Respective Department Manager / Functional Head shall ensure the felicitation of their respective employees.

Superannuation - Felicitation event of the retiring employee with a Memento at the hands of MD / Functional in the office of the employee on the day of retirement.

NOTE - Employees who have completed 5 or 10 years or retired shall not be considered for this

Award. Also, any separating employee during the year shall not be considered for this Award.

