

REWARDS AND RECOGNITIONS



ITAD GROUP

International Training & Development Group

2012

Employee Policy Manual

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Philosophy

The purpose of our Rewards & Recognition scheme is to salute excellence in work which is aligned to the organizational goals and to ensure that extra efforts do not go unnoticed. Reward that which is above and beyond!

Eligibility

All Employees of ITAD Group

Policy & Process

ITAD primarily can have 5 types of Awards for recognizing outstanding performance at work.

The five Awards are:

Encourage winners!
Make winning a habit at ITAD"



1. Bright Spark Award

OBJECTIVE

The purpose of this reward is to show immediate recognition for a Single Instance of notable performance beyond normal expectations

ELIGIBILITY

All Permanent employees of ITAD

TIME LINE

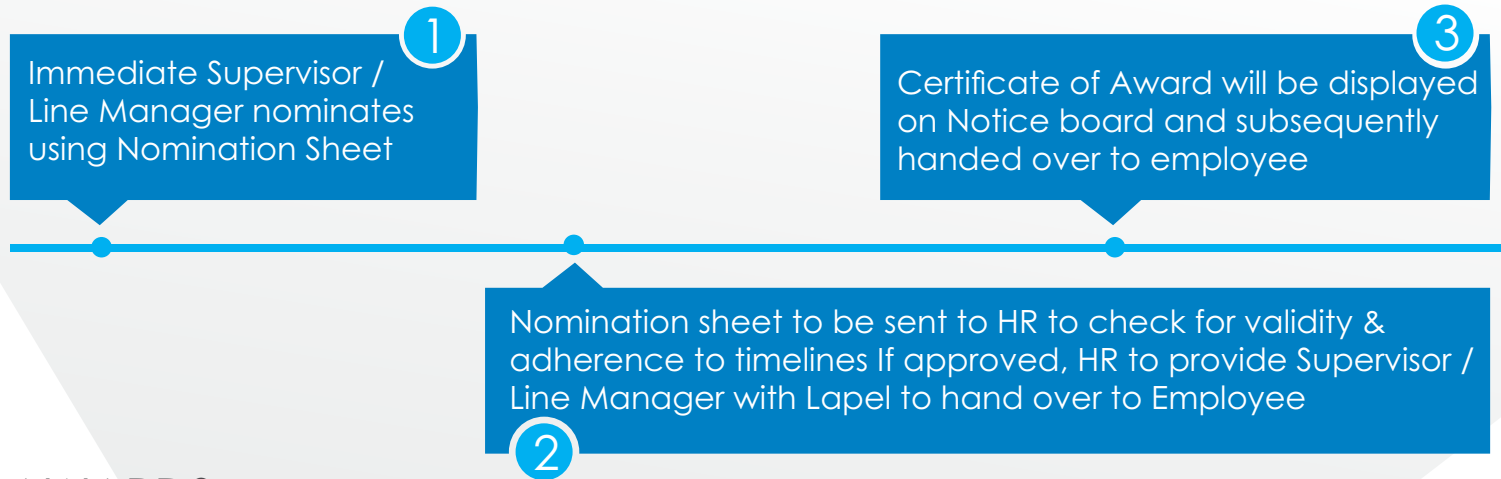
Instant / On Spot

CRITERIA

If the award will be given out to employees who have maximum points collected through the Bright Spark Awards or have been nominated by their HoD for exemplary work for displaying:

- Extra Initiatives taken at work
- Innovation or Novel Idea leading to Cost Saving
- Improvement in Process
- Quality Consciousness
- Exemplary cross-functional cooperation

PROCESS FLOW



AWARDS

Gold / Silver / Bronze Lapel as per the decision made by Line Manager / HR + Certificate to display on Notice Board

2. Employee of the Quarter Award

OBJECTIVE

For recognizing consistent notable performance during a quarter.

ELIGIBILITY

All Permanent employees of ITAD

TIME LINE

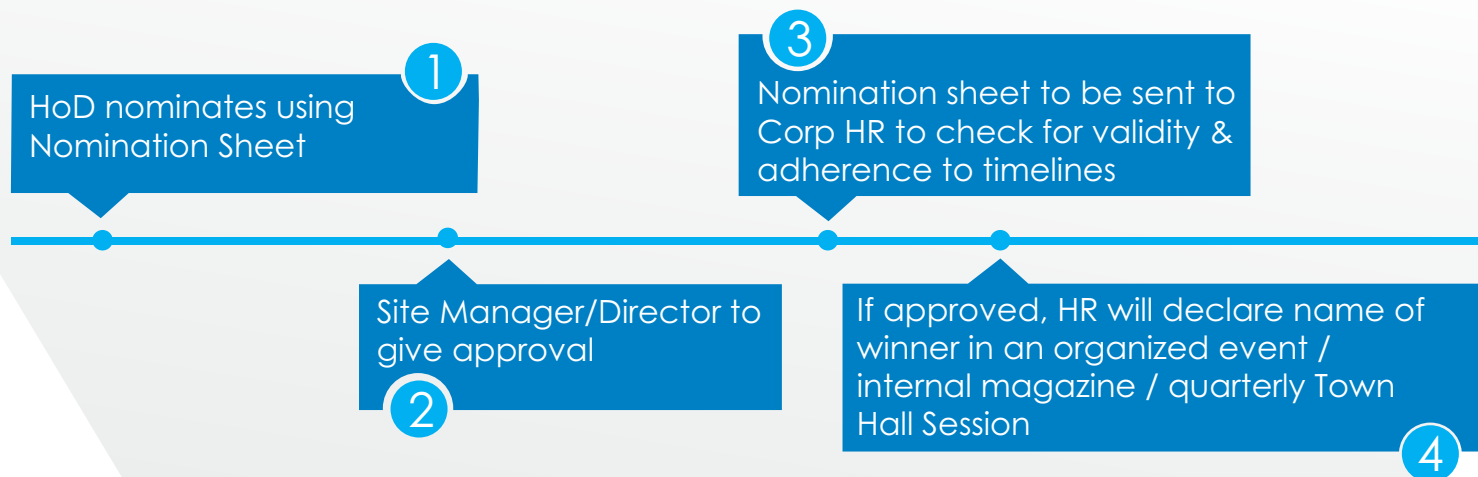
Once every Quarter (Mar, Jun, Sep, Dec)

CRITERIA

The award will be given out to employees who have maximum points collected through the Bright Spark Awards or have been nominated by their HoD for exemplary work for displaying:

- Quarterly Performance Consistency
- Exceeding Target achievement
- Process compliance / improvement
- Major technical solutions
- Pro-activity in the project / Team play
- Demonstrating performance that inspires others
- Results showing lasting improvement
- Major financial benefit

PROCESS FLOW



AWARDS

Gift Voucher worth Rs.15,000 + Certificate

NORM

Best 3 among all the groups will be selected by R&R Panel for final decision. Those with maximum Lapel points will be considered first.

3. Success Squad Award

OBJECTIVE

To reward the performance & spirit of "One Team, One Vision" among members of a department

ELIGIBILITY

All Employees of ITAD

TIME LINE

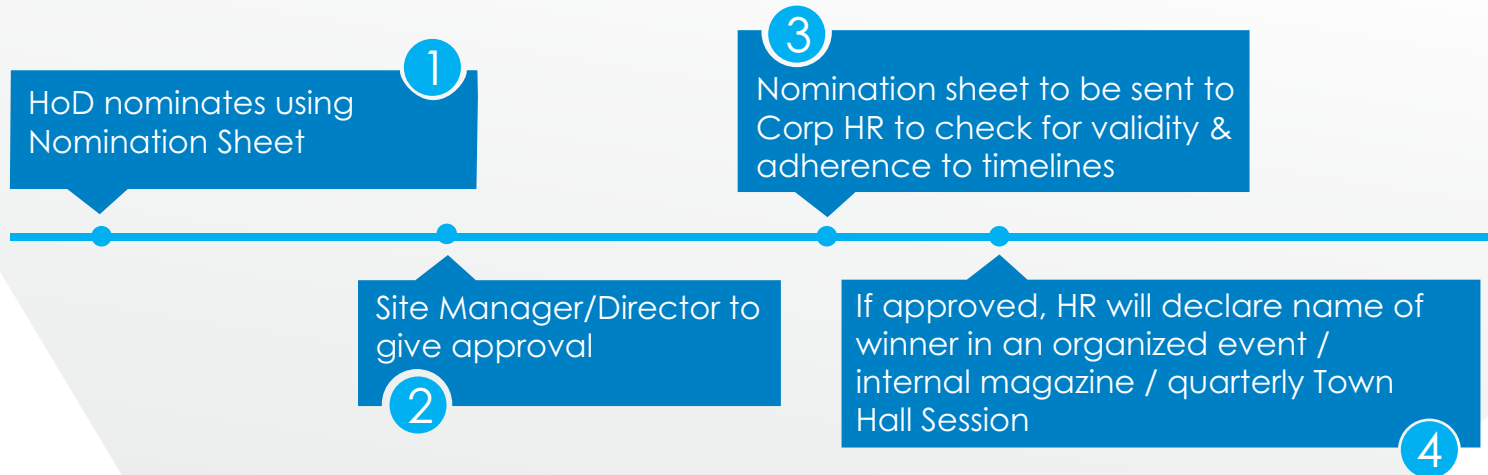
Once every Quarter (Mar, Jun, Sep, Dec)

CRITERIA

The award will be given out to teams which have displayed one or more characteristics of the following:

- Quarterly Performance of all members involved in the team
- Initiatives taken collectively for growth / process improvement
- Cooperation among members & with related departments
- Project / task completion on / before time with all parameters met

PROCESS FLOW



AWARDS

Rs.25,000 for a Team Event or Rs.1500 per associate (whichever is lesser) + Certificates

NORM

Up to 3 Teams /Group can be nominated for this reward per quarter. Best 3 teams among entire ITAD Group will be selected by R&R Panel for final decision.

4. Team ITAD Award

OBJECTIVE

To reward the team that has contributed in the best way to realize organizational goals of Future & Result focus, Reliability, Fairness, Openness, Trust, Credibility, Initiative & Determination

ELIGIBILITY

All teams of ITAD Group & Winning teams of 'Success Squad' Award

TIME LINE

Annual Award- December

CRITERIA

The award will be given out to teams which have displayed one or more characteristics of the following:

- Extraordinary Performance – Achieving Stretch Targets
- Establishing new Development/Profit/Learning tools
- Sustainable process improvement that can have a direct impact on Business

PROCESS FLOW

One team is selected as Team ITAD by MD and the Leadership team

AWARDS

A trophy + Certificates + Team Dinner / Event @ Rs.1500/- per Associate or Rs.25000/-lump sum (whichever is lesser)

NORM

1 Team /Group can be nominated for this reward per year. Best team among entire ITAD Group will be selected by MD along with R&R Panel

5. ITADER of the Year Award

OBJECTIVE

To reward the Associate who has contributed in the best way to realize organizational goals of Future & Result focus, Reliability, Fairness, Openness, Trust, Credibility, Initiative & Determination

ELIGIBILITY

All Employees of ITAD Group & Winners of 'Employee of the Quarter' Award

TIME LINE

Annual Award- December

CRITERIA

The award will be given out to an individual who has displayed one or more characteristics of the following:

- Extraordinary Performance over & above the call of duty
- Exhibiting ITAD Values

- Contribution to Long term goals & strategy of the dept. and business
- Overall Display of leadership potential
- Exemplary team and inter dept. relations

PROCESS

One team is selected as Team ITAD by MD and the Leadership team

AWARD

A trophy + Dinner with family with MD+ Leadership Team+ Gift Voucher worth Rs.50000/-

NORM

2 Associates /Group can be nominated for this reward per year. Best employee among entire ITAD will be selected by MD along with R&R Panel



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At ITAD

Winning is not a challenge, it is a habit!