**Employee Reward and Recognition Policy**

**POLICY BRIEF**

The goal of this policy is to identify and promote high-performing personnel across the company. We want to not only hire the finest people, but also keep them, thus this policy will seek to recognize and reward employees during their time with us.

Only full-time employees are subject to this policy, which requires written verification of exceptional performance worthy of an award from his or her reporting officer.

**ELIGIBILITY**

This policy applies to anyone who works full-time for the company throughout the current fiscal year. This policy should be read by anybody applying for awards or honors.

**TYPES OF REWARDS**

This is a list of prizes that can be offered to employees who meet the criteria throughout the fiscal year 20XX-20XX.

- Service to the company for more than [X] years

- OutstandingCustomer service.

- By attaining more than a goal, you have demonstrated exceptional performance.

- Displaying a high level of skills usage.

- Award for excellence in performance

- Perfect Attendance.

- Initiated study that resulted in a positive consequence

**APPLICATION PROCESS**

Nominations are accepted throughout the year in order to provide recognition at the time of distribution. Some awards are given quarterly, while others are given annually; the regional director for that area will make the decision.

The Chief Employee Engagement Advisor will oversee all awards to ensure that they are given fairly, honestly, and in accordance with strategic principles.

An employee can obtain as many recognition awards as they want throughout the year. If the nominating management or staff wants to offer several awards to the same person, they should discuss it with the area's regional director to ensure justice and equity in the process.

**REWARD DELIVERY METHOD**

Monetary incentives: Merit pay, bonus pay, stock options, bonuses, vouchers, and rewards up to INR [X] are all examples of monetary incentives.

Non-monetary incentives: These are rewards that are intended to raise employee morale and serve as a kind of appreciation. These, we believe, are also necessary for self-esteem and actualization.

**METHODOLOGY**

Blind voting will be conducted to guarantee that the reward and recognition program is transparent and honest. When it comes to awards, where consensus may be necessary, the process outlined below shall be followed.

- Fill out the nomination form and provide your employee ID.

- Give an example and an explanation.

- Send your vote to the team leader/HR person in charge of this award.

- A panel of experts will examine the situation, deliberate, and compile the results.

**PERFORMANCE AWARD**

Level 1 Performance Award - This is the first level of recognition for outstanding work on a project or task. Anything that enhanced the workflow, job process, or customer service is eligible for recognition.

The reward for this is up to INR [X], which can be delivered in cash or as a gift card. Full-time employees can also take [X] days off for recognition leave.

Level 2 - This is the second level for recognizing consistent, exceptional performance on a project or job. Anything that enhanced the workflow, job process, or customer service is eligible for recognition.

The reward for this is up to INR [X], which can be provided in cash or as a gift card. Full-time employees, on the other hand, can take [X] days off for recognition leave.

**EMPLOYEE APPRECIATION DAY**

Employee Appreciation Day is where employees are awarded and recognized for their efforts. Employee appreciation day is a semi-holiday in which we thank employees for their contributions to the company's long-term success and growth. This day is commemorated with minor company-sponsored events such as barbecues, office parties, and amusing decorations!