

Round of Applause – Policy

CareerTree HR Solutions / ROA Policy / Confidential / Ver.1 / 02012015

Procedure:

1. Recommended by L1 (to be submitted before 5th of every month for the previous month's performance/effort/attitude)
2. Approved by L2 & Director (to be approved before the 8th of every month for all the recommendations submitted till then)
3. Displayed in the Dashboard for every CT'ians to see (immediately after the approval of L2 & Director)
4. STAR of the Month (decided by a committee constituted within and the decision on STAR is activated by HR). The committee comprises of Directors, Business and Functional Heads. If any of the committee member names have appeared in the recommended names for 'Round of Applause' they will not be part of the committee discussion for that month.
5. STAR of the Month Displayed in the Dashboard for every CT'ians to see (immediately after the committee's approval & HR activation for the same)
6. Similarly, STAR of the Quarter will be decided by the same committee from all the monthly recommendations that have come in the three months period. (for this there's no need for any specific data entry template / sheet but activation by HR is required).
7. CHAMPION of CAREER TREE (Annual Recognition) will be decided by the same committee from all the quarterly recommendations that have come in the four quarters. (for this there's no need for any specific data entry template / sheet but activation by HR is required).

L1 Login

Would you like to recommend an employee or team of employees?

- a) Individual b) Team

(Individual Recognition)

Template to be filled by L1; Name of the template - "I Recommend"

1. Recognition for the Month of:
2. Proposed Employee Name for Recognition:
3. Business Unit:
4. Department:
5. Location:
6. Are you recommending the employee for: performance / effort / attitude?
7. What act(s) of the employee prompted you to recommend his/her for this 'round of applause' recognition?

(Describe/Quantify in detail the act/effort/result from the employee)
8. How does this act(s) of the employee relate to business performance / organization excellence?

E.g. such as (financial contribution, customer satisfaction, brand recognition, streamlining processes etc)
9. Do you consider this as an:

Improvement / Value Addition (One Star); Achievement / Exceeding Expectations (Two Star); Exemplary Achievement / Trend Setting / Out of the Way Contribution (Three Star)
10. Would you like to add any document that highlights the achievement / justifies your recommendations?

(Team Recognition)

Template to be filled by L1; Name of the template - "I Recommend"

1. Recognition for the Month of:
2. Proposed Employees Name for Recognition:

PI remember that these employees should have WORKED TOGETHER CLOSELY to perform this act. Only then you can recommend their names in the category of "Team Recognition"
3. Business Unit:
4. Location:
5. Are you recommending the employees for their: performance / effort / attitude?
6. What act(s) of the employees prompted you to recommend them for this 'round of applause' recognition?

(Describe/Quantify in detail the act/effort/result from the employees)
7. How does this act(s) of the employees relate to business performance / organization excellence?

E.g. such as (financial contribution, customer satisfaction, brand recognition, streamlining processes etc)
8. Do you consider this as an:

Improvement / Value Addition (One Star); Achievement / Exceeding Expectations (Two Star); Exemplary Achievement / Trend Setting / Out of the Way Contribution (Three Star)
9. Would you like to add any document that highlights the achievement / justifies your recommendations?

Display in the Dashboard of every CT'ians

Whatever recommendations have been approved by L2 & Director will be displayed.

- A) Employees / Teams deserving Round of Applause
- B) STAR of the Month (Individual & Team Category)
- C) STAR of the Quarter (Individual & Team Category)
- D) CHAMPION of CAREER TREE (Individual & Team Category)

Reward for the Performers

Certificate and Gift Voucher for each employee or team will be given within the 15th of the month. The following GIFT VOUCHER values will be rewarded to the performers.

- A) Round of Applause (Individual Category) – Rs.5000/- per employee
- B) Round of Applause (Team Category) – Rs.2500/- per employee in the team
- C) STAR of the Month (Individual Category) – Rs.5000/- per employee (in addition to the reward paid for Round of Applause)
- D) STAR of the Month (Team Category) – Rs.2500/- per employee (in addition to the reward paid for Round of Applause)
- E) STAR of the Quarter (Individual Category) – Rs.5000/- per employee (in addition to the reward paid for the particular month for Round of Applause & STAR of Month, if applicable)
- F) STAR of the Quarter (Team Category) – Rs.2500/- per employee (in addition to the reward paid for the particular month for Round of Applause & STAR of Month, if applicable)
- G) Champion of CareerTree (Individual Category) – Rs.25000/- per employee (in addition to the reward paid for the particular month/quarter for Round of Applause, STAR of Month & STAR of the Quarter, if applicable)
- H) Champion of CareerTree (Team Category) – Rs.10000/- per employee (in addition to the reward paid for the particular month/quarter for Round of Applause, STAR of Month & STAR of the Quarter, if applicable)

Note: Any individual chosen for reward in the “individual category” for the particular month or quarter or annum will not be considered in the team category reward for the same duration/period – if their name appears in both category.

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