

# **Rewards and Recognition Program Guide**

**Valtech India**

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## 1. Introduction

Valtech encourages the recognition of excellent performance and achievement through the use of rewards that are creative, flexible and meaningful. Organizational Success is driven by satisfied and motivated Employees and satisfaction and motivation can be enhanced through Reward and Recognition Program.

This document is for the HR and Management of Valtech India for the rollout of Rewards and Recognition Program and to be used while defining the Rewards and Recognition Policy.

### 1.1. Objective

- Inspire / Motivate all Valtechians to Aim for Superior Performance
- Recognize, Appreciate and Reward Valtechians for their All-Round High Performance
- Empowering Valtechians to nominate themselves to the rewards & recognition program
- Empowering managers to decide some of the awards
- Empowering PH/FH to take control on some of the awards but following organization guidelines

### 1.2. Applicability and Coverage

- The Rewards & Recognition Program would correspond to the Calendar Year.
- The program would cover Valtechians, as described in detail in each of the Awards mentioned herein.
- If no suitable awardee is found, or the company management so chooses, a particular award would lapse for a said period
- New award as application can be amended in agreement of management

### 1.3. Stakeholders

- Management
- Practice Heads
- Functional Heads
- HR
- Awards Committee

## 2. Overview of Awards

Following sections 2.1 and 2.2 provides an overview of all awards identified covering both Individual and Team awards per calendar year

### 2.1. List of Team Awards for a Calendar Year

Name of Award	Parameter	Frequency	Eligibility	Nomination and Selection Process Managed By
Kudos	Instantaneous Team Performance	On the Spot	All Project/Functional Teams	PH/FH/PM
Jewels of Valtech	Consistence Team Performance	Annual	Team > 10 Members	Awards Committee
Gems of Valtech	Consistence Team Performance	Bi-Annual	Team <= 10 Members	PH/FH
Think Tank	Innovation Culture	Annual	All Employees	Awards Committee
Being Human	Contribution to Social Cause	Annual	All Employees	Awards Committee

### 2.2. List of Individual Awards for a Calendar Year

Name of Award	Parameter	Frequency	Eligibility	Nomination and Selection Process Managed By
Spark	Individual	On the Spot	Leads & below	PH/FH/PM
Above & Beyond	Contribution towards non project Activities	On the Spot	All	PH/FH

MVP – STL & below	Consistent Performance of Individual	Bi-Annual	Leads & below	PH/FH
MVP – Manager & above	Consistent Performance of Individual	Annual	Manager Level and Above	PH/FH/Management
Women Achiever	Consistent Performance of Individual	Annual	All Women Employees at Valtech	Awards Committee

### 2.3. Guideline for Allocation on Limit/Cap of Awards - Practice and Functions

- At the beginning of the Award Cycle( Jan and Jul ) HR would collate the data of organization based on the number of projects and team members under each practice as per the org level standard tool (Vputs)/ any other stakeholder accepted tool based on that information with reference to below given table information the awards are allocated to practices and shared with practices post management approval.
- Alternately the below tables can also be shared with PH/ FH along with R & R policy and becomes self-explanatory in terms of the eligibility of awards for a given cycle. PH/FH/PM should read this info along with criteria of each award before nomination and selection of members

Award	Members	No. Of Awards	Criteria
MVP - STL and Below	20 to 50	1	1. Min of 20 people should be there in Practice to be eligible for slot 2. 20 to 50 people = 1 slot 3. If max upper limit crossed for a slot - should cross by 50% (25 members)
	51 to 100	2	
	101 to 150	3	
	151 to 200	4	

Award	Members	No. Of Awards	Criteria
MVP - PM & Above	20 to 100	1	1. Min of 20 people should be there in practice to be eligible for slot 2. 20 to 100 people = 1 slot 3. If max upper limit crossed for a slot - should cross by 50% (50 members)
	100 to 200	2	
	200 to 300	3	

Award	Members	No. Of Awards	Criteria
Above and Beyond	1 to 25	1	1. 1 to 25 people = 1 slot 2. If max upper limit crossed for a slot - should cross by 50% (13 members)
	25 to 50	2	
	...+25	3	

Award	No of Teams	No. Of Awards	Criteria
Gems of Valtech (Team Award - <=10 members)	1 to 5	1	1. Min of 1 team should be there in Practice to be eligible for slot 2. 1 to 5 teams = 1 slot 3. If max upper limit crossed for a slot - should cross by 50% (3 teams)
	6 to 10	2	
	11 to 15	3	
	16 to 20	4	

Award	No of Teams	No. Of Awards	Criteria
Jewels of Valtech (Team Award - > 10 members)	1 to 5	1	1. Min of 1 team should be there in Practice to be eligible for slot 2. 1 to 5 teams = 1 slot 3. If max upper limit crossed for a slot - should cross by 50% (3 teams)
	6 to 10	2	
	11 to 15	3	
	16 to 20	4	

Award	No. Of Award	Criteria
Spark	40% of Total Strength	Instantaneous performance
Think Tank*	1	Innovation – new and fresh ideas bringing business value for customer/Valtech
Women Achiever	2	Consistent women employee emerged as role model
Being Human	1	Contribution to Social Cause

#### Functions Teams Groupings

Function Group	Name of Functions
Function Group 1	IT, General Admin, Finance
Function Group 2	L&D, QA, Sales & Marketing, RMG
Function Group 3	HR
Function Group 4	TA

**NOTE:** Lead of the Functions have been considered while forming this Function Group for easy administration. Function Groups will be same as Practices and the applicability of Award slots will remain same for both.

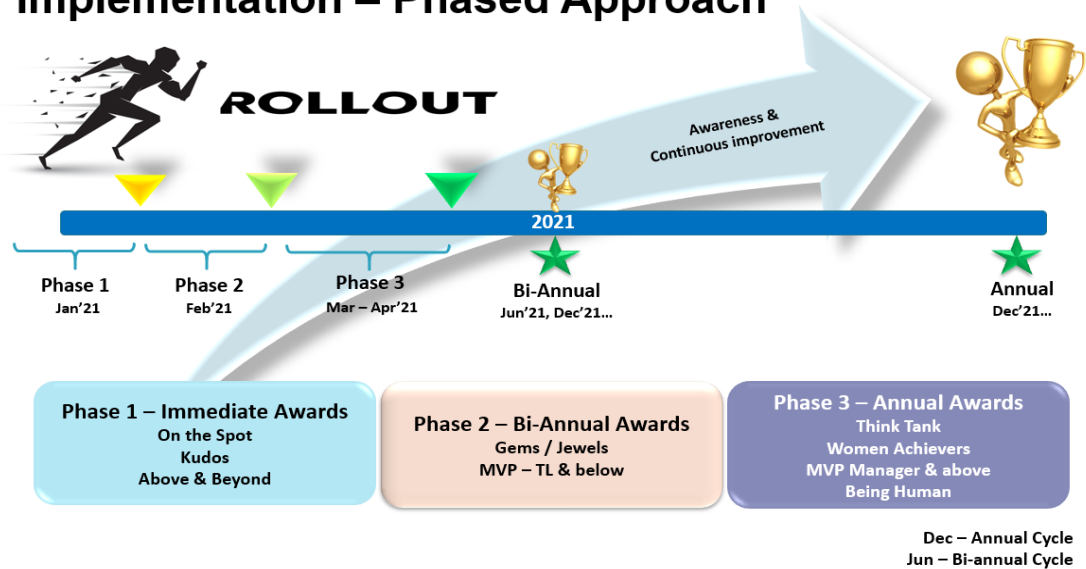


### 3. Roles and Responsibilities

#### 3.1. HR

- Timely Rollout

#### Implementation – Phased Approach



- Every Calendar Year during Jun (Bi-annual) and Dec (Annual) period, HR to initiate the R & R Program by taking the necessary approval
- Get the budget approval from the management including the applicable awards cap (refer section 2.3) for each practice based on the project size and no of teams
- Create visibility to PH, FH & awards committee about applicable slots
- Initiate Awards Committee Formation for Annual cycle during month of Oct
- Innovation award – HR team to create visibility with frequent flyers across the year
- **Implementation**
  - HR team to co-ordinate between Awards Committee, Management & PH/FH for any clarifications or approvals or suggestions
  - Facilitate required logistics for 'Think Tank' presentation
  - Award logistics - Procure the required Trophies, Certificates and Mementos etc.
  - Facilitate the Award ceremony
  - HR team to maintain nominations and awardees details for couple of years
  - Award committee to submit all the artifacts to HR team on timely manner
  - HR Team to cross check the artifacts received at the end of cycle handed over by existing committee, prior to dismantling the award committee team composition
  - HR Team to ensure that group email ID created for award committee and communicate on timely manner

- **Awareness**
  - Email flyers to be sent on time across organization
- **Create Visibility**
  - Communication of Award Winners, Achievement of Teams as mentioned part of each award
- **Measure**
  - Create visibility of slots utilized/unutilized to the management and do RCA
  - Ease of Nomination & Selection Process
    - Effort spent by stakeholders –Management, HR, PH/FH, Award committee
  - Adherence / Deviation of Policy Guidelines
    - Effectiveness post every cycle by survey
  - No of Nominations Received
  - Reach of Award – Assess the reach of award and corresponding impact in terms of retention of talent, attracting new talent, creation of motivated environment!
- **Enhance R & R**
  - Review the R & R Program and amend based on the measurement and feedback received with approval of management

### 3.2. Management Team

- **Timely Approval**
  - Approval of Budget required for the Award Cycle
  - Approve slots of each award – committee /PH or FH driven
- **Availability**
  - Think Tank Presentation/Demo for Shortlisted Teams/Individuals
  - Provide Feedback and Ratings
  - Facilitate Award Ceremony
- **Measure**
  - Assess Reach of Award and the corresponding effect on organization
  - Team motivation across all practices
  - Control on the utilized /not utilized slots in co-ordination with HR team and PH/FH

### 3.3. PH/FH

- **Timely Nomination & Selection**
  - Timely Nomination of Members and Teams to be shared with required evidence to awards committee
  - Timely execution of applicable R & R (PH/FH driven) within practice
  - Share the details of awarded team and member to HR with winning point details
  - Plan at the beginning of the cycle and inform teams and create a competitive mindset and culture, Goals and target if necessary!
  - Look at the option of empowering sub-ordinates to take care of responsibilities of managing nomination and shortlisting
  - Nominate the right and eligible members for Org level Awards Committee
  - At the beginning of award cycle, for any exceptions of award frequency necessary communication to be made to HR and respective Project Teams
- **Utilization**
  - All applicable awards to be used within the calendar year, no carry forward of slots
  - Gems of Valtech Award can be awarded Bi-annual/annual Cycle
  - Collaborate with Management and HR on any exception or Award Quota discrepancies
- **Feedback/Improvements**
  - Provide timely feedback /suggestion /**recommendation** to HR and Management
- **Measure**
  - Reach of Awards within Practice
  - Motivation of Team to achieve higher goals

### 3.4. Awards Committee

- Adherence to R & R Guidelines
- Selection of 'Awarded teams' in unbiased way
- Committee should comprise of PMs and above
- Committee must maintain the confidentiality.
- A member who was part of award committee earlier at any given point of time shall maintain the confidentiality, even after becoming a nonmember of award committee
- All Committee members should participate to decide on the awardees.
- Minimum term for award committee members 24 months
- Award committee rotation can be allowed 25% of the size of the committee
- Nominations received beyond the defined schedule should not be considered.
- Reach out to PH/FH in case if any additional information or clarification required

- The committee will decide on the minimum points for qualifying to be nominated for the next round. This will be set and reviewed from time to time by the committee
- The decision of the award committee is final going by the merits and assessment by award committee
- Committee to articulate winning points and a brief synopsis and communicate to HR team
- All the nominations and evidence to be maintained in a secured repository and handover to HR at the end of each cycle.

## 4. Committee Managed Awards

### 4.1. Scope

An Independent Committee is formed to decide on the Awards as per the slots provided in the section 2.1 and 2.2.

### 4.2. Committee Formation

Criteria for Awards Committee

- Awards Committee shall comprise of five members and one of the members should be leading the award committee
- Members of the Awards Committee shall be nominated by the Senior Management
- The Awards Committee must consist of Valtech employees in good reputation and must reflect technical and managerial diversity
- Either Management & HR can choose a Lead for the awards committee or let the formed committee can choose their Lead
- The Lead's responsibilities will be to consolidate the nominations to the members of the Awards Committee, to supervise the selection Process, to present the results to the Stakeholders
- Lead should be overseeing the whole selection process with the committee members and ensure the guidelines are followed, to coordinate with HR and Management to run the 'Think-Tank' Program
- With the proposed awards this committee to be formed during beginning of October month and the committee will be expected to provide the final results to management by last week of November / first week of December

### 4.3. Nomination and Selection Process

#### Nomination Process

- PM/PH/FH to follow the R & R provided templates to submit the nominations. The templates will be available in common repository such as HRMS / email
- All the finalized recommendations should be sent to the committee by PH/FH only, at the e-mail id: XXXX.XXXX@valtech.com
- Factual evidence to be provided by PH/FH
- Committee will review the finalized nominations

### Selection Process

- PH/FH/committee under PH/FH to consolidate all the nominations in a common excel based /suitable tool as agreed within the Practice / Function
- PH/FH/committee under PH/FH to validate each Nomination with the information and the factual evidence provided
- PH/FH only to submit the Nominations to Awards Committee
- Award Committee can reach out to PH/FH to clarify information and may ask for additional evidence / information to further substantiate the nomination submitted
- Award Committee to evaluate all the nominations and declare the final awardees
- Award Committee to share all the artifacts of nomination, awardees and winning points details with the HR team
- All MOMs and remarks to be captured for each stage (shortlist, finalists, awardees Etc..) and archive for future reference

## 4.4. Roles and Responsibilities

### PM/ PH

- To decide the members to be included for the nomination based on their contribution
- In absence of formal Customer Feedback/Appreciation, the respective PH/PM to provide the feedback for the team's performance

## 4.5. Detailed Award Criteria

### 4.5.1. Jewels of Valtech - Award

This award is given to any project team at Valtech in recognition of consistent and outstanding performances by the team such as but not limited to Successful Releases, Migration, Customer Appreciation, Milestones Achieved, Etc.

#### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
Annual	Team size > 10 members	All Project Teams across Valtech India which are of team size > 10 where the team size defined in the Vputs tool	Rs 5000 (cash reward) per team member (Taxes will be applicable on all cash rewards and deducted from payout as per the prevailing IT rules.)	4	<ul style="list-style-type: none"> <li>• <b>Rolling Shield</b> for Team</li> <li>• Digital Certificate for each team member</li> </ul>

**Criteria**

- Project duration should be a minimum of 1 quarter
- Nominated Team members should be the active members of the project during for the evaluation period
- Award cycle is from Jan-Jun / Jul—Dec cycle
- Following parameter table will be the scale applied while choosing /shortlisting the teams for the award, Weightages are fixed, addition / removal of parameters and weightages to undergo a review and approval process as decided by the management

Parameter	Weightage	Scale
Feedback/Appreciation from Client / Customer	10%	<p>5-8: Good feedback about team/team member upto Customer/Client Manager Level / POC / Valtech PM/PH</p> <p>9-10: Client Testimony and Good feedback about team/team member from Customer/Client IT Head/Business Head Level and above</p>
Value Creation for the Organization	30%	<p>5-8: Active participation in Talent Building (interview process, training others, conducting internal presentations etc.)</p> <p>9-10: Contribution to growth of account with the current customer(s) or new customers, participation in industry events, supporting Valtech brand value outside the organization</p>
Team Innovations	10%	<p>5-8: Idea/Plan/Process resulting in improvement in productivity / performance / Adapting to Tech Trends</p> <p>9-10: Proactive Performance Improvements (Technical Idea /Solution / Custom or extended Framework /Automation reducing timelines or improve quality /performance)</p>
Skill Update / Certification	20%	<p>5-7: Team Skill Upliftment / Usage of online platforms provided by either Org or by individual subscriptions</p> <p>8-10: Certifications (Min 2 members getting Certified in the award cycle)</p>

Team Dynamics	20%	8-10: Team to project there on boarding , Team bonding,
Delivery Compliance	10%	8-10: Continuous Quality , adhering to Timelines , SLA , Contractual Commitments

## Nomination Template



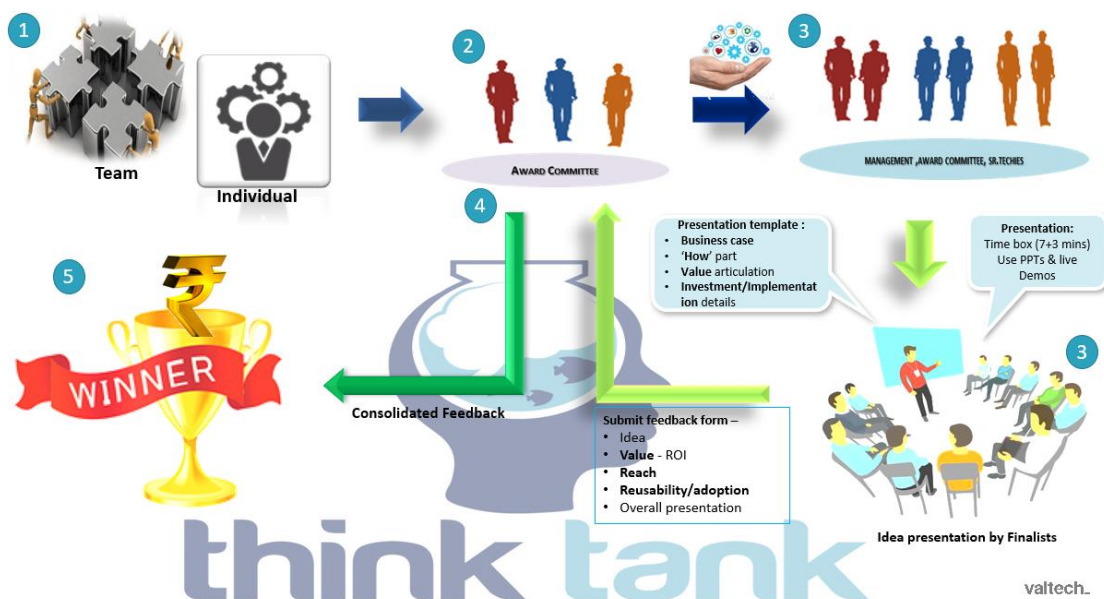
RR - Jewels of  
Valtech- Nomination 1

### 4.5.2. Think Tank - Award

The award is to recognize and celebrate the pioneering teams which are achieving Technical and Solution Excellence by embracing emerging technologies and digital transformation, efficient process/operational changes in order to take Valtech to the next level

Frequency	Eligibility	Monetary Value (Rs)	No of Awards	Award
Annual	Individual / Team	Rs 50,000 per team - cash reward (Taxes will be applicable on all cash rewards and deducted from pay out as per the prevailing IT rules.)	1	<ul style="list-style-type: none"> <li>Rolling Shield for Team</li> <li>Digital Certificate for each team member</li> <li>Entry to Valtech Wall of Fame</li> </ul>

## End to End Process



Steps	Details
<b>1</b> Nomination process	<p>Team <b>within/across practice</b> can nominate to the award committee or Individual can nominate to award committee</p> <p><b>Nomination to follow the template (PPTs and live demos) covering but not limited to</b></p> <ul style="list-style-type: none"> <li>• Business case / problem statement</li> <li>• “How Part” – approach and solutioning</li> <li>• Value articulation – Business value and ROI</li> <li>• Reach of the idea</li> <li>• Investment required</li> <li>• Implementation details</li> <li>• Adoption of solution across and outside org</li> </ul>



<b>2</b> Evaluation of ideas from award committee	<p><b>Award committee will evaluate the ideas for the parameters below and declare the top 3 finalists</b></p> <ul style="list-style-type: none"> <li>• New / Unique ideas having high value add</li> <li>• Business case / problem statement</li> <li>• Evaluate approach and technical/non-technical solution</li> <li>• Value articulation – Business value and ROI</li> <li>• Reach or the idea – feasible immediate or need evolution</li> <li>• Cost involved to build POC / product / application</li> <li>• Degree of adoption across organization / present outside the organization</li> </ul>
<b>3</b> Presentation by Finalists	<p><b>Award committee to facilitate meeting to present ideas by finalists to the stakeholders (panelists)</b> Award Committee, Management, Senior Techies &amp; Senior business analysts</p> <p>Presentation will be of time box: <b>7 mins</b> for presentation and <b>3 mins</b> for Q &amp; A.</p> <p>Panelists to fill the feedback form and submit to the award committee part of same meeting. Feedback form to cover evaluation of below parameters providing scores (1 to 5 and 1 being low)–</p> <ul style="list-style-type: none"> <li>• Idea</li> <li>• Value - ROI</li> <li>• Reach</li> <li>• Reusability/adoption</li> <li>• Overall presentation</li> </ul>
<b>4</b> Score consolidation and declare winner	<p>Award committee to collate the feedback and declare 1 winner scoring highest</p>
<b>5</b> Create visibility	<ul style="list-style-type: none"> <li>• Email communication with winning point</li> <li>• Updates on “Wall of Fame”</li> <li>• Award to be distributed part of townhall</li> </ul>

#### Templates:



Think Tank - Template  
V0.1.pptx



Think Tank -  
Feedback - Template

### 4.5.3. Women Achiever Award

This award is given to encourage individual women employees who has displayed superlative performance during the Annual time frame. The individual must be a consistent performer in her project or functions and contributed outside the project as well

#### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
Annual	Individual Women Employees	Open to All Women Employees who are on rolls of Valtech India	Rs. 10,000/- cash reward (Taxes will be applicable on all cash rewards and deducted from pay out as per the prevailing IT rules)	2	<ul style="list-style-type: none"> <li>• Memento</li> <li>• Digital Certificate</li> <li>• Email Communication (winning points must be clear)</li> <li>• Announcement in Town Hall Meeting</li> </ul>

#### Criteria

- Contribution duration should be a yearly cycle
- Nominated Team members should be active members of the project during for the given award cycle
- Award cycle is from Jan—Dec cycle
- Following parameter table will be the scale / measurement applied while choosing /shortlisting the teams for the award, Weightages are fixed, addition / removal of parameters and weightages to undergo a review and approval process as decided by the management

Parameter	Weightage	Measurement
<b>Consistent Performer (All measurements are mandatory)</b>	30%	<p><b>Good feedback from the Customer/Client/ Valtech PH /FH/Manager</b>  10 points - min of 2 (min of 1 per QTR)  8 Points - min of 2 in the same QTR  6 Points - Only 1 in 2 QTRs cycle</p> <p><b>Delivery of Tasks on time and with good quality</b>  10 Points - 100% delivery of Tasks on time &amp; no critical / Major post-delivery defects  8 Points - 95% and above delivery of Tasks on time and no critical issue and not more than 1 Major issue</p>

		<p>6 Points - 90% and above delivery of tasks on time and no critical issue and not more than 2 Major issue</p> <p><b>Reliable individual for the project during crisis</b> 10 Points - Availability for project related activities during crisis any point of time 0 Points in absence of above.</p>
<b>Leadership Skills</b>  <b>(All are mandatory)</b>	50%	<p><b>Role Model</b> 10 Points - Personality which influences other women employees to achieve in professional life in balance with personal life. 0 Points in absence of above</p> <p><b>Networking</b> 10 Points - One should network in a way to avoid gender differences in terms of facing challenges or grabbing opportunities. 0 Points in absence of above</p> <p><b>Focused commitment</b> 10 Points - Continuous focus and commitment to build a career irrespective of the challenges 0 Points in absence of above</p>
<b>Contribution outside Projects / Functions</b> <b>((At least 2 are mandatory))</b>	20%	<p><b>Action leading to Valtech branding</b>   10 Points - At least should have participated in 2 Recruitment drives as a panel / functions  8 Points - At least should have participated in 1 Recruitment drives as a panel / functions</p> <p><b>Training conducted for the benefit of other teams</b>   10 Points - At least should have conducted 2 Trainings.  8 Points - At least should have conducted 1 Training</p> <p><b>Presenting White-Papers and/or being a speaker at seminars / workshops</b>   10 Points - Contribution as a speaker in Industry events - at least 1 and contribution to Business Development - at least 1  8 Points - Contribution as a speaker in Industry events - at least 1 or contribution to Business Development - at least 1</p> <p><b>Extra-curricular activities</b> - Organization Events and Activities</p>

		10 Points - Participated in at least 1 Organization Events / Activities. 0 Points - No participation
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### Guideline

- Nomination for this award can be done by individual to respective PM/PH/FH.
- PH / PM /FH can review and approve the nominations and nominate to award committee
- PH / PM /FH can nominate individuals to award committee.
- PH / PM / FH can nominate more than one member from the same project / functions
- The stated evidence by the individual / PH / PM /FH must comply strictly to the duration of the stated award period only
- In case if the individual is moved between different projects, the stated evidence should be provided by respective PH / FH /PMs
- The nomination template must be fully completed from all perspective by the individual as well as by the respective PH / FH/ PM.
- PH / FH/ PM to co-operate in case if award committee requests for more information
- No discussions on nominations shall be allowed with the committee once nomination sheets have been submitted

### Nomination Process

- The nomination process shall be based on the qualifying criteria
- Factual evidence to be checked by PH / FH
- PH / FH to submit the nominations to the award committee as per the stipulated time.
- Nomination Template to be complete from all perspective
- All the finalized recommendations should be sent to the committee by PH / FH only

### Selection Process

- Selection process should be as per the eligibility criteria defined in Award Section.
- Group the nominations – Below TL and TL and Above to ensure coverage across all levels
- In the event of ties, a weightage system may be used by the committee to facilitate the final selection. The guideline for the system is follows:

Grades	Career Development	Team Player	Soft-Skills Development	Communication & Articulation	TOTAL
Below TL	40%	35%	25%	NA	100%
TL and Above	50%	20%	15%	15%	100%

### Nomination Template



RR - Woman  
Achiever- Nomination

#### 4.5.4. *Being Human* - Award

The 'Being Human' award, as the name suggests, is bestowed upon teams that have made a difference in Society / made a humane contribution towards a Social Cause.

This recognition is outside the ambit of the CSR initiatives of the organization.

#### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
Annual	Teams	Open to all Teams (both project and support function teams)	NIL (Non-Monetary)	01	<ul style="list-style-type: none"> <li>• Memento with Appreciation</li> <li>• Company-wide Communication</li> </ul>

#### Criteria

- Team size should be minimum 2 members
- Award cycle is from Jan to Dec
- As the title of the award suggest 'Being Human' cannot be measured only objectively, but rather is an amalgamation of both Subjective and Objective factors and encompass both tangible and intangible results and outcomes. The bottom-line is that the winning team needs to have made a positive difference to society or a social cause.

#### Guideline

- Nomination for this award can be done by any Valtechian, who is either within the team or outside the team.
- Nominations to be sent to awards committee
- While deliberating on this award, the awards committee would seek the views and recommendations of the chairperson of the CSR committee, keeping in mind the human nature of this award.
- Company Management can take a decision to increase either the recommended cap on the number of awardees (teams) or frequency of the award.

**While it would be next to impossible to list out an entire exhaustive list of actions / contributions that may be categorized as 'Being Human', a few examples below may be used as an indicative reference, for actions towards social causes, that may be considered as being worthy of recognition**

- Weekend service at old-age homes / orphanages etc.
- Physical & Personal aid in literacy campaigns

- Being involved in campaigns or rehabilitation of Child-labor victims
- Physical service to causes of Animal Welfare
- Being involved in providing service towards rehabilitation of abandoned seniors and aged victims of household abuse

## 5. PH & FH Managed Awards

### 5.1. Scope

PH and FH are empowered to around 6 awards categories in a calendar year as given in section 2.1 and 2.2. Though the empowerment is within PH/FH to utilize the awards, this needs to be executed within below given guidelines to ensure normalization across the organization.

### 5.2. Committee Formation

Award categories under the purview of PH/FH can have their shortlisting and selection of teams/members for awards based on the allocated slots

Following guidelines may be used

- PH/FH may form internal committee as per their requirements comprising of Senior Members across Technical and Managerial Roles

### 5.3. Nomination and Selection Process

#### Nomination Process

- PM/PH/FH to follow R & R provided template to submit the nominations, Templates are available in common repository such as people connect / email
- Nomination to PH/FH/internal formed committee
- Factual evidence to be provided by PM/PH/FH
- PH/FH/ internal committee to review the received nominations
- For single member project teams PH/FH to decide on the way to be recognized either for individual award or team award by considering similar projects/teams

#### Selection Process

- PH/FH/internal committee to consolidate all the nominations in a common excel based /suitable tool as agreed within the Practice / Function
- PH/FH/internal committee to validate each Nomination with the information and the factual evidence provided
- Internal committee can reach out to PH/FH to clarify information and may ask for additional evidence / information to further substantiate the nomination submitted
- PH/FH can review all nominations and declare the final awardees
- PH/FH/ internal committee to share the artifacts of nomination and awardees to HR team

## 5.4. Detailed Award Criteria

### 5.4.1. *Kudos -Award*

An Instant recognition award that would be presented to a team for an act or a one-time performance that is exemplary.

#### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
On the Spot	All Teams	All Project and Function teams are covered	NIL (Non-Monetary)	30% of Total Project Teams	<ul style="list-style-type: none"> <li>• Badge</li> <li>• Digital Certificate</li> </ul>

#### Criteria (however, not limited to)

- An act of superb performance
- Going Extra Mile
- PM to take initiative to award the team at the right juncture / achievement of the team in consultation with PH/FH. PM is empowered to award the team
- Same team can have this award with a minimum gap of one quarter, and max of 2 awards in a year cycle

### 5.4.2. *Gems of Valtech– Award*

This award is given to any project team at Valtech in recognition of consistent and outstanding performances by the team such as but not limited to Successful Releases, Migration, Customer Appreciation, Milestones Achieved, Etc.

**Coverage, Eligibility and Award Details**

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
Bi-Annual	Team size <=10 members	All Project Teams across Valtech India which are of team size <= 10 where the team size defined in the Vputs tool	Rs 5000 per team member cash reward (Taxes will be applicable on all cash rewards and deducted from pay out as per the prevailing IT rules.)	8	Rolling Shield for Team. Digital Certificate for each team member.

**Criteria**

- Project duration should be a minimum of 1 quarter
- Nominated Team members should be the active members of the project during for the evaluation period
- Award cycle is from Jan-Jun / Jul—Dec cycle

Parameter	Weightage	Scale
Feedback/Appreciation from Client / Customer	10%	5-8: Good feedback about team/team member up to Customer/Client Manager Level / POC / Valtech PM/PH  9-10 : Client Testimony and Good feedback about team/team member from Customer/Client IT Head/Business Head Level and above
Value Creation for the Organization	30%	5-8: Active participation in Talent Building (interview process, training others, conducting internal presentations etc.)  9-10: Contribution to growth of account with the current customer(s) or new customers, participation in industry events, supporting Valtech brand value out-



		side the organization
Team innovations	10%	5-8: Idea/Plan/Process resulting in improvement in productivity / performance / Adapting to Tech Trends  9-10: Proactive Performance Improvements (Technical Idea /Solution / Custom or extended Framework /Automation reducing timelines or improve quality /performance)
Skill Update / Certification	20%	5-7: Team Skill Upliftment / Usage of online platforms provided by either Org or by individual subscriptions  8-10: Certifications ( Min 2 members getting Certified in the award cycle)
Team Dynamics	20%	8-10: Team to project there on boarding, Team bonding ,
Delivery Compliance	10%	8-10: Continuous Quality, adhering to Timelines, SLA , Contractual Commitments

### Nomination Template



RR - Gems of  
Valtech- Nomination 1

### 5.4.3. Spark – Award

An Instant recognition award that would be presented to a person for an individual act or a one-time performance that is exemplary. Contribution beyond expected deliverables/Key Responsibility Areas which benefits the project or organization.

### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
On the spot	Individuals	Open to All Employees	Rs. 1000/- (Coupon)	40% coverage of project/functions	Digital Certificate

**Criteria (however, not limited to)**

- An act of Superb Performance
- Out of the Box thinking
- An act that has a Positive impact on the organization.

**Guideline**

- PM/PH/FH to evaluate and award individual for instant recognition
- PM/PH/FH can reward more than one member from the same practice / functions
- Ideally, this award would not be presented to the same person more than once in a calendar year
- Total number of awards to be limited per calendar year to 40% of Team-Size. Hence 10% of Team Size (numbers) of On Spot award vouchers would be made available every quarter, to each team. For calculation purposes rounding-off would be done to the nearest whole number.
- There would be no carry-forward of unutilized awards into the next quarter.

**5.4.4. Above and Beyond– Award**

This award is given to individuals who has effectively participated outside the project activities or function responsibilities

**Coverage, Eligibility and Award Details**

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
On the Spot	Individuals	Open to All Employees	Rs. 2500/- (Coupon)	24	<ul style="list-style-type: none"> <li>• Digital Certificate</li> <li>• Email Communication (winning points must be clear)</li> </ul>

**Criteria (however, not limited to)**

- Action leads to Valtech branding
- Presenting White-Papers and/or being a speaker at seminars / workshops
- Any contribution towards recruitment process
- Any contribution towards Training conducted for the benefit of other teams
- Any major contribution outside projects / functions

**Guideline**

- PH/FH to evaluate and award individual for instant recognition
- PH/FH can reward more than one member from the same practice / functions
- Ideally, this award would not be presented to the same person more than once in a calendar year
- PH/FH to abide by the no of slots allocated
- Total number of awards to be limited based on the size of team.
- There would be no carry-forward of unutilized awards for following years

**5.4.5. Most Valuable Player (MVP) STL & Below– Award**

This award is given to individuals who has displayed superlative performance during the Bi-annual time frame. The individual must be a consistent performer in his/her project or functions and contributed outside the project as well

**Coverage, Eligibility and Award Details**

Frequency	Eligibility	Coverage	Mone- tary Val- ue (Rs)	No of Awards	Award
Bi-Annual	Individ- uals	Open to All Employees who are of level Tech Lead and below including Consultants / Direct Contractors who are in payrolls	Rs. 10,000/- cash re-ward (Taxes will be applica-ble on all cash re-wards and deducted from pay out as per the prevail- ing IT rules.)	Available slots basis total HC of Prac- tice/Funct ion	<ul style="list-style-type: none"> <li>• Memento</li> <li>• Digital Certificate</li> <li>• Email Communica- tion (winning points must be clear)</li> <li>• Announcement in Town Hall Meeting</li> </ul>

**Criteria**

- Project duration should be a minimum of 1 quarter
- Nominated Team members should be active member of the project during the given award cycle
- Award cycle is from Jan-Jun / Jul—Dec cycle

- Following parameter table will be the scale / measurement applied while choosing /shortlisting the teams for the award, Weightages are fixed, addition / removal of parameters and weightages to undergo a review and approval process as decided by the management

Parameter	Weightage	Measurement
Consistent Performer (All measurements are mandatory)	50%	<p><b>Good feedback from the Customer/Client/ Valtech PH / Manager</b>  10 points - min of 2 (min of 1 per QTR)  8 Points - min of 2 in the same QTR  6 Points - Only 1 in 2 QTRs cycle</p> <p><b>Delivery of Tasks on time and with good quality</b>  10 Points - 100% delivery of Tasks on time &amp; no critical / Major post-delivery defects  8 Points - 95% and above delivery of Tasks on time and no critical issue and not more than 1 Major issue  6 Points - 90% and above delivery of tasks on time and no critical issue and not more than 2 Major issue</p> <p><b>Reliable individual for the project during crisis</b>  10 Points - Availability for project related activities during crisis any point of time</p>
<b>Out of box thinking</b> (At least 2 are mandatory)	20%	<p><b>Automation</b> – Bring automations help saving significant reduction in manual Effort</p> <p>10 Points - Reducing manual effort more than 15hrs /month</p> <p>8 Points - Reducing manual effort less than 15 hrs / month</p> <p>6 Points - Reducing manual effort - less than 10 hrs / month</p> <p><b>Innovation</b> - Bring in new ideas help operational efficiency/speed/reduced cost and impacts positively to client/Valtech</p> <p>10 Points - Bring in 2 new ideas and implemented at-least 1</p> <p>8 Points - Bring in 2 new ideas though not implement-</p>

		<p>ed.</p> <p><b>Process Improvement</b> - Improves efficiency by simplifying processes and improve productivity  10 Points – Simplified process by 20% and above and improved operational efficiency  8 Points - Simplified process to less than 20% and improved operational efficiency.</p> <p><b>Technological Solutions</b> -  10 Points - Bring atleast 2 new tools / technologies and atleast 1 implemented making positive impact to customer/Valtech  8 Points - Bring atleast 2 new tools / technologies which can potentially result in making positive impact to customer/Valtech</p>
Resolved Complex Scenarios	10%	<p><b>Critical Issues</b> - Expertise helped resolving issues before impacting customer/Valtech  10 Points - Expertise helped resolving minimum of 2 issues before impacting customer/Valtech  8 Points - Expertise helped resolving atleast 1 issue before impacting customer/Valtech</p>
Contribution outside Projects / Functions ((At least 2 are mandatory))	20%	<p><b>Action leading to Valtech branding</b> -  10 Points - atleast should have participated in 2 Recruitment drives as a panel / functions  8 Points - atleast should have participated in 1 Recruitment drives as a panel / functions</p> <p><b>Training conducted for the benefit of other teams</b> 10 Points - atleast should have conducted 2 Trainings.  8 Points - atleast should have conducted 1 Training</p> <p><b>Presenting White-Papers and/or being a speaker at seminars / workshops</b> -  10 Points - Contribution as a speaker in Industry events - atleast 1 and contribution to Business Development - atleast 1  8 Points - Contribution as a speaker in Industry events - atleast 1 or contribution to Business Development - atleast 1</p> <p><b>Extra-curricular activities</b> - Organization Events and Activities -  10 Points - Participated in at least 1 Organization Events / Activities.</p>

		0 Points - No participation
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### Selection Process

- Selection process should be as per the eligibility criteria defined under each award.
- In the event of ties, a weightage system may be used by the committee to facilitate the final selection. The guideline for the system is follows:

Grades	Career Development	Team Player	Soft-Skills Development	Leadership Skills	TOTAL
ASE	25%	50%	25%	NA	100%
SE	25%	50%	25%	NA	100%
SSE	20%	40%	20%	20%	100%
TL	15%	40%	20%	25%	100%

### Guideline

#### Individuals / PH / FH / PM

- PH / FH to abide by the no of slots allocated.
- Nomination for this award can be done by individual to respective PM / PH.
- PH / FH / PM can nominate individuals.
- PH / FH / PM can nominate more than one member from the same project / functions
- The stated evidences by the individual / PH / FH / PM must comply strictly to the duration of the stated award period only
- In case if the individual is moved between different projects, the stated evidence should be provided by respective PH / FH / PMs
- The nomination template must be fully completed from all perspective by the individual as well as by the respective PH / FH / PM.
- PH / FH to review and decide on the awardees.
- Nominations received / Awardee artifacts to be submitted to HR Team.
- PH / FH to maintain the confidentiality
- The slots for this award category will be finalized on total headcount of Practice/Function

### Nomination Process

- The nomination process shall be based on the qualifying criteria stated in the points system only.
- Factual evidence to be checked by PH / FH
- Nomination Template to be complete from all perspective

#### 5.4.6. Most Valuable Player (MVP) -Manager & Above– Award

This award is given to individuals who has displayed superlative performance during the annual time frame. The individual must be a consistent performer in his/her project or functions and contributed outside the project and Organization

### Coverage, Eligibility and Award Details

Frequency	Eligibility	Coverage	Monetary Value (Rs)	No of Awards	Award
Annual	Individuals	Open to All Employees who are of level PM and above including PH & FH	Rs. 10,000/- cash reward (Taxes will be applicable on all cash rewards and deducted from pay out as per the prevailing IT rules)	Will be considered as per Org Level Headcount	<ul style="list-style-type: none"> <li>• Memento</li> <li>• Digital Certificate</li> <li>• Email Communication (winning points must be clear)</li> <li>• Announcement in Town Hall Meeting</li> </ul>

### Criteria

- Project duration should be a minimum of 1 quarter
- Nominated Team members should be active members of the project during for the given award cycle
- Award cycle is from Jan - Dec cycle
- Following parameter table will be the scale / measurement applied while choosing /shortlisting the teams for the award, Weightages are fixed, addition / removal of parameters and weightages to undergo a review and approval process as decided by the management

Parameter	Weightage	Measurement
<b>Consistent Performer (All measurements are mandatory)</b>	30%	<p><b>Good feedback from the Customer/Client/ Valtech PH / Manager on Delivery</b>  10 points - min of 2 (min of 1 per QTR)  8 Points - min of 2 in the same QTR  6 Points - Only 1 in 2 QTRs cycle</p> <p><b>Delivery of Tasks on time and with good quality</b>  10 Points - 100% delivery of Tasks on time &amp; no critical / Major post-delivery defects  8 Points - 95% and above delivery of Tasks on time and no critical issue and not more than 1 Major issue  6 Points - 90% and above delivery of tasks on time and no critical issue and not more than 2 Major issue</p>

		<b>Participation in bringing additional / new business.</b> 10 Points - Contribution towards Sales / Pre-sales 0 Points in absence of above  <b>Risk Management</b> 10 Points - No critical, major and medium risks and also mitigation has not triggered secondary risks 8 Points – No critical and major but may have one medium risk and also mitigation has not triggered secondary risks
<b>Out of box thinking</b> <b>(At least 2 are mandatory)</b>	15%	<b>Automation</b> – Bring automations help saving significant reduction in manual Effort 10 Points - Reducing manual effort more than 15hrs /month 8 Points - Reducing manual effort less than 15 hrs / month 6 Points - Reducing manual effort - less than 10 hrs / month  <b>Innovation</b> - Bring in new ideas help operational efficiency/speed/reduced cost and impacts positively to client/Valtech 10 Points - Bring in 2 new ideas and implemented atleast 1 8 Points - Bring in 2 new ideas though not implemented  <b>Process Improvement</b> - Improves efficiency by simplifying processes and improve productivity 10 Points – Simplified process by 20% and above and improved operational efficiency 8 Points - Simplified process to less than 20% and improved operational efficiency.  <b>Technological Solutions</b> 10 Points - Bring at least 2 new tools / technologies and at least 1 implemented making positive impact to customer/Valtech 8 Points - Bring at least 2 new tools / technologies which can potentially result in making positive impact to customer/Valtech
Resolved Complex Scenarios	5%	<b>Critical Issues</b> - Expertise helped resolving issues before impacting customer/Valtech 10 Points - Expertise helped resolving minimum of 2 issues before impacting customer/Valtech 8 Points - Expertise helped resolving atleast 1 issue before impacting customer/Valtech
Leadership Skills	20%	<b>Role model / Charismatic Manager</b> <b>Mentors / Enable next set of leaders</b> 10 Points - Mentored / created at least 1 leader 0 Points in absence of above <b>Control Attrition</b>
Contribution outside	30%	<b>Action leading to Valtech branding -</b>



Projects / Functions ((At least 2 are mandatory)	<p>10 Points – At least should have participated in 2 Recruitment drives as a panel / functions</p> <p>8 Points – At least should have participated in 1 Recruitment drives as a panel / functions</p> <p><b>Training conducted for the benefit of other teams</b> 10 Points – At least should have conducted 2 Trainings. 8 Points - At least should have conducted 1 Training</p> <p><b>Presenting White-Papers and/or being a speaker at seminars / workshops</b></p> <p>10 Points - Contribution as a speaker in Industry events – at least 1 and contribution to Business Development – at least 1 8 Points - Contribution as a speaker in Industry events – at least 1 or contribution to Business Development – at least 1</p> <p><b>Extra-curricular activities</b> - Organization Events and Activities - 10 Points - Participated in at least 1 Organization Events / Activities. 0 Points - No participation</p>
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### Guideline

- Nomination for this award can be done by individual to respective PH/FH.
- PH/FH can nominate individuals in respective Practice.
- PH/FH nomination can be done by individual to Management.
- Management can nominate PH/FH, and decide on the awardees (only for PH / FH)
- PH/FH can nominate more than one member from the same practice / functions
- The stated evidences by the individual / PH / FH / management must comply strictly to the duration of the stated award period only
- In case if the individual is moved between different projects, the stated evidence should be given by respective PH / FH / Management
- The nomination template must be fully completed from all perspective by the individual as well as by the respective PH / FH / Management
- PH / FH / Management to submit artifacts regarding the nominations to Awards Committee
- This is an Org/Annual award category and the number of nominations for this award category to be decided by respective PH/FH and to be sent to Awards Committee
- There is no minimum or maximum limit set for this award category (however, out of overall nominations received the Committee will select total winners based on 1:100 employee ratio and org wide HC to be considered and final slots to be decided)

### Nomination Process

- The nomination process shall be based on the qualifying criteria stated in the points system only.
- The final MVP- Manager & Above winners will be decided and finalized by Awards committee and Management

### Selection Process

- Selection process should be as per the eligibility criteria defined for each award
- In the event of ties, a weight age system may be used by the committee to facilitate the final selection. The guideline for the system is follows:

Grades	Career Development	Team Player	Problem Management at Account level	Business Development driven independently	Soft-Skills Development	Leadership Skills	Contribution in Emerging Technologies	TOTAL
PMs / Program Managers	10%	20%	NA	10%	20%	40%	NA	100%
Technical Architects / Principal Tech Architects	10%	10%	NA	10%	20%	20%	30%	100%
PH	10%	NA	40%	30%	NA	20%	NA	100%

### 5.4.7. Nomination Templates



RR - MVP PM Level  
and Above Nominatio



RR - MVP TL and  
Below Nomination Tei

## 6. Crown Club Awards

Recognizing & appreciating the long service stints of Valtechians.

**Periodicity & Eligibility:** On completion of 3, 5, 10 & 15 years of service from the date of joining the organization (while not serving notice period subsequent to resignation). The date of regularization of service would be considered for persons who joined as Consultants / Contractors. Effective 01-Jan-2012, the Trainee Period is also considered for the tenure of the associate, for purposes of this award.

**Criteria:** To be on the rolls of the company on the eligibility date (i.e. date of completion of 3 / 5 /10 /15 years of service). However, persons who are serving notice period subsequent to resignation, on the eligibility date, would not receive the Crown Club Awards.

**Award:** Trophy + Cash Award (as detailed below)

No. of Years of Service	Cash Award (Rs.)
3 years (Sliver Crown Club)	25,000
5 years (Gold Crown Club)	50,000
10 years (Platinum Crown Club)	1,00,000
15 years (Titanium Crown Club)	2,00,000

Note: The cash award would be disbursed along with the salary of the eligibility month. Taxes will be applicable on all cash re-wards and deducted from pay out as per the prevailing IT rules. Eligible associates located in other geographies may be paid in local currency, equivalent to INR.