



HEXAGON

Rewards and Recognition Policy

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1. Introduction

The Rewards and Recognition Program is designed to encourage employees to make a difference in performance either individually or through teams. The program recognizes achievements and accomplishments that support and contribute to the overall objectives of the Company and the stated mission.

The objectives of this policy are to

- recognize and promote positive behaviors that support individual, team, departmental, and/or company goals and objectives
- provide timely recognition to employees through immediate recognition processes
- provide several types and levels of recognition based on the significance and impact of the contribution
- improve employee productivity and quality of work
- improve customer satisfaction

2. Scope & Eligibility

The different awards and their eligibility outlined in this policy are as follows:

- ❖ Pat-On-the-Back Award
- ❖ Spot Award
- ❖ STAR Award
- ❖ Project Bonus or Project-Based Rewards
- ❖ Tenure Award
- ❖ Patent Incentive Program
- ❖ Crown of Excellence

All Full-Time employees are eligible for all types of rewards programs mentioned in this policy. All contractors and interns are eligible for certain reward programs, as outlined in the table below.

Type of Awards	Full-Time Employees	Contractors	Interns
Pat on the Back	√	√	√
SPOT Award	√	√	√
Star Award	√	x	x
Project Bonus or Project-Based Rewards	√	x	x
Tenure Awards	√	x	x
Patent Incentive Awards	√	√	√
Crown of Excellence	√	x	x

3. Award Categories, their nomination process, and rewards

3.1 Pat-On-the-Back Award

3.1.1 Nomination Process

The manager nominates an employee or a Team for Pat-On-the-Back award. Post assessment Department Head will approve the nominations. The criteria for the selection of awards is a demonstration of excellence in any of the parameters that are listed in their Goals discussion. The nominations should be raised in Hexaview.

3.1.2 Award

The awards are presented in the form of Certificates and Gift Coupons:

- Individuals (in the range of INR 4,000 - 8,000)
- Teams (in the range of INR 2,000 - 5,000)

3.2 Spot Award

Spot Awards are designed to recognize special contributions, as they occur, for a specific project or task. This award is generally for a special contribution accomplished over a relatively short time period.

3.2.1 Nomination Process

Managers can nominate employees for this award. The nominations should be raised in Hexaview.

3.2.2 Award

The Spot Award is an individual award and the award is presented in the form of Gift coupons in the range of INR 1,000 – 2,000.

3.3 STAR Award

3.3.1 Nomination Process

- Reporting Managers send the Star Individual and Star Team nomination to the Department Head. The complete nomination process has to be initiated in Hexaview. –
- Department Head along with the selection committee will decide on the final nominations.

3.3.2 Criteria for the Selection of Awards

The criteria listed below should serve as a Guideline when considering a nominee's competitiveness for the STAR award. Specific examples and/or relevant comments are required on the nomination form.

- Ideas that make a difference – any idea that enhances the quality of product and processes. Make suggestions or offer ideas for improvement to work processes, tools or products and/or saves cost. Ideas

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can be rated by considering factors like whether the idea is implemented, and whether it has positively impacted the product or processes.

- Demonstration of extra ordinary Sustained productivity and ability to complete a major project under a tight schedule.
- Peer Recognitions - Exemplary effort to go “above and beyond” the call of duty to help another co-worker or unit.
- Exemplary demonstration of Hexagon Core Values
- Outstanding Problem-Solving Ability – Applies experience and creativity when addressing and resolving challenges.
- Dissemination of knowledge through talks, and conducting structured training programs etc.
- Customer Satisfaction – Provides excellent customer service to both internal and external customers.
- Doing extensive Research or writing white papers on emerging technologies.
- Identifying business opportunities that eventually result in increased business
- Extensively contributed towards increasing the Hexagon’s Brand Visibility (can include but not limited to Representing Hexagon in Talks and Seminars as a speaker, Writing articles in Newspaper or Magazines etc)

3.3.3 STAR Team Award

In case a team demonstrates any of the above-mentioned criteria, Star Team Award shall be given to all the members of the team to recognize their outstanding accomplishments and their contribution towards the achievement of the goals.

3.3.4 STAR Award and Presentation

The Star Individual and Star Team Award winners will be presented with a Memento and a certificate mentioning their outstanding contribution to Hexagon during the Star Awards Program. The value of the Star award is as follows which shall be processed as part of their payroll post the award ceremony. The reporting managers should raise it in Hexconnect before the payroll cut-off date.

- Individuals (in the range of INR 25,000-40,000)
- Teams (INR 10,000)

3.4 Project Bonus or Project-Based Rewards

The objective of Project Bonus or Project-based rewards is to recognize the contribution of key individuals and/or teams towards successful completion as well as a demonstration of rare skill sets in critical projects. Employees of all departments may be considered for Project Bonus.

3.4.1 Nomination Process

- Goals and milestones to be achieved by the employee or team will have to be communicated clearly and well-ahead
- Reporting Manager shall raise the nomination through Hexaview > HRIS > Rewards Tool and as a workflow the nomination form reaches the Department Head.
- Head of the Department shall evaluate each of the nominations (team and/or individual) and conduct a first-level assessment. The final decision on the projects and the employees considered for the Project Bonus

as well as the amount to be rewarded is taken in consultation with the respective CEC member. The reward amounts shall depend on the criticality of the project and the contribution of the individual.

- The selected employees shall be intimated by the reporting Manager about the project timelines, Goals to accomplish, and Project Bonus Reward through an email by copying the Department Head.
- At the end of the target date for completion of the Goal, the contribution of the individual or the team shall be evaluated by the reporting Manager and the Department Head to assess whether the employee has achieved the desired goals within the target date.
- Once the Goals are achieved the reporting Manager needs to raise a One Time Payment (OTP) through HexConnect for each employee before the payroll cut-off date.

3.4.2 Criteria for Selection of Nomination

- A critical Project may require to be completed within a certain time frame.
- Demonstration of rare skill set that is critical to certain projects.
- The minimum time frame set for the demonstration of goals / rare skills has to be 3 months from the time of discussion.

3.5 Tenure Awards

To recognize the long-term and committed service towards the organization. The organization felicitates employees who have put up five and five plus years of continuous service

3.5.1 Frequency & Awards

The organization conducts event on a half yearly basis and present a token of thanks for their valuable contribution by distributing certificates and gifts during the event,

Employees completing the following Tenure milestones would be getting the tenured completion reward in their payroll in the month they completed their tenure. Below are the different tenure milestones and their respective rewards:

Completed Years	Amount in INR
5	10,000
10	20,000
15	30,000
20	75,000
25	1,00,000
30	1,25,000

3.6 Patent Incentive Program

HCCI identifies innovations made by the employees and rewards the employees for the innovations that result in patents for the Company. All Full-Time Employees, Contractors and Interns are eligible for this program.

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3.6.1 Application Process

Individual employees shall be responsible to bring to the notice of their manager any innovative work done by them. The employee's manager shall be responsible for approving the invention for formal submission to the Intellectual Property Officer (IP Officer) for patenting. The IP Officer shall be responsible for the initial evaluation of the innovation and the collection of appropriate information for submission to the Patent Attorney of HCCI for patenting. The IP Officer will also be responsible to provide an update to the management on the progress in patenting every quarter.

3.6.2 Guidelines

Managers shall apply the following guidelines while deciding whether an invention qualifies for a patent and to determine who the inventors are.

An invention is one which has the following three qualities:

- Non-obviousness – the key items of the invention must be non-obvious to a person who is well-versed in the subject related to the invention.
- Novelty – the key items of the invention should be new i.e., not known or patented earlier.
- Usefulness – the invention should have utility.

An inventor is one who has conceived the invention. Conception is “the formation, in the mind, of the inventor(s), of a definite and permanent idea of the complete and operative invention, as it is thereafter to be applied in practice. Conception requires recognizing the desired result to be achieved and developing means to achieve the desired result.

The following are not inventors:

- One who merely follows the instructions of person(s) who conceived the solution,
- One who merely suggests a desired result,
- One who merely suggest an area of research

A joint invention is a product of collaboration when two or more inventors worked together for a common end, which was accomplished by the contributions and united efforts of the inventors. More specifically, the inventors must be aware of each other, although they do not have to physically work together. Finally, collaboration is not required for each claim and there need not be equal contribution. As long as any part of the “claimed invention” is attributable to a specific person, that person is considered a joint inventor.

In case the manager is unable to decide/conclude on any of the above attributes, the manager shall forward the invention for evaluation by the IP Officer

3.6.3 Procedure

- The inventor shall discuss the invention with the respective manager.
- The manager shall evaluate, to the extent possible by him/her and based on the guidelines above -whether the invention can be considered for a patent.
- If the manager approves the invention for formal submission, all inventors must complete an invention disclosure form.
- All completed invention disclosure forms and any other supporting documentation must be submitted to the IP Officer
- If necessary, the IP Officer shall interview the inventor(s) to obtain additional information.
- All invention disclosures shall be forwarded to the Hexagon Patent Attorney (for final approval).

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- The Hexagon Patent attorney or a Patent Attorney appointed for the purpose shall file a patent application and prosecute the application before appropriate patent office(s), with the assistance of inventor(s) as needed.
- The inventor(s) may need to provide additional information/ clarifications, if required, to the patent attorneys during the patent preparation and filing process.

3.6.4 Monetary Awards

Hexagon provides cash awards to inventors at the time of several key milestones in the lifetime of a patent. Below are the milestones and monetary awards that HCCI awards for inventions.

3.6.4.1 Stage I- When an invention disclosure is made, and the manager and named inventors agree to do a formal submission of the invention disclosure form to the Intellectual Property Officer (IP Officer) an award of INR 10,000 shall be rewarded and split equally among all the named inventors.

3.6.4.2 Stage II- When the completed invention disclosure form and any other supporting documentation are submitted by IP Officer to Patent Attorney and Patent Attorney accepts it as potentially patentable, an award of INR 30,000 shall be rewarded and split equally among all the named inventors.

3.6.4.3 Stage III - Patent Application Filing. When the process of filing of a Patent Application with any national patent office is completed, a sum equal to higher of INR 200,000 or as awarded by divisional global stakeholders, shall be split equally among all the named inventors.

3.6.4.4 Stage IV – Patent Issuance. When a Patent Application results in the issuance of patent from any national patent office, a suitable cash reward as awarded by global stakeholders, shall be split equally among all the named inventors.

3.6.5 Non-Monetary Awards

In addition to monetary awards, Hexagon provides service recognition for employee's patent contributions. Some awards or recognitions in this category can include Patent Certificates. Upon the issuance of a patent certificate by the US Patent and Trademark Office, all named inventors shall receive a copy of the patent certificate for the employee's personal display and use.

3.7 Crown of Excellence Award

The Crown of Excellence Award is the most prestigious award at HCCI honoring the outstanding achievement and contribution of individuals. Award winners represent exemplary contributions to the organization.

3.7.1 Eligibility

All full-time employees of the organization (except CEC Members)

3.7.2 Award

The award is presented annually to selected outstanding employees. The award recipients get:

- Cash award of INR 1,00,000
- Award certificate
- Scroll of Honor

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3.7.3 Categories

Categories	Description
Technology Focus	The solution should have not only addressed an existing need but also seized an opportunity to create impact in a novel way, leading to strong financial impact and value addition.
Culture Focus	While delivering on the business imperative, the employee should have demonstrated role model behaviors.
One Hexagon Focus	While delivering the business results, these employees have done outstanding work cross-divisionally to support solutions, in addition to their regular roles. By doing so, they have demonstrated collaborative behavior.

3.7.4 Criteria

All nominations would be judged based on the category they are nominated for. The nomination template should convey the full narrative on what challenges were faced or problems were solved; how the implementation was done and ultimately, what was the true business impact and transformation that took place. Examples should also be shared of how the employee demonstrated positive behaviors in the given context.

3.7.5 Process

- Annually, in the first week of April, nominations are sought from Division Heads.
- After the nominations are received, feedback is also sought from the Global counterparts.
- CEC will review the nominations and conduct the first level of filtering.
- The shortlisted employees will present to the CEC. Post the presentations, CEC will release the final shortlist of 4-5 employees.
- The finalists would make a presentation to an external jury and a CEC representative. The jury, in consultation with the CEC representative, would be the final decision-making authority.

4. Policy Administration & Exceptions

It is the responsibility of the Human resource department to implement and facilitate the monetary awards.

5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	30-May-2023	Introduction of additional milestone-based rewards in the Patent Incentives Program, the addition of categories to COE Awards, removal of not followed processes, and updating policy to the revised template.	Anant Gupta	Nousheen Khan

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Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.2	26-June-2023	Moving Project Bonus or Project Based Rewards policy from employee experience policy to Rewards and Recognition Policy	Anant Gupta	Nousheen Khan
1.2	20-Dec-2023	Increase in tenure award for 30 years of service, effective 1 st Jan 2024	Anant Gupta	Nousheen Khan
1.3	15-Apr-2024	Removed people focus as a category from Crown of Excellence Awards	Anant Gupta	Nousheen Khan