



DEEPAK REWARD & RECOGNITION FRAMEWORK

PROCESS FLOW GUIDE





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"In the arena of human life, the honors and rewards fall to those who show their good qualities in action."

- Aristotle

1. Purpose

- The Rewards & Recognition (R&R) framework is designed to enhance employee morale, employee engagement by recognizing individuals, teams, managers who rise above & beyond expectations from their role, contribute beyond their job description and continually deliver towards excellence
- The framework is based on following principles:
 - Fair, unbiased approach in nomination(s) and their scrutiny
 - Recognition of individual and team efforts and their contribution
 - Reward within the scope of the R&R framework
- It aims to gradually encompass all the R&R policies and guidelines as in practice across Deepak Group under the ambit of this R&R framework to enhance their application, ensure consistency with scope & implementation and align with the framework

2. Objective

- To motivate employees and foster a productive work culture with focus on collaboration, commitment and recognizing sustained exemplary performance in achieving organizational objectives
- To aspire employees to deliver in by living-up to the critical success drivers of the organization viz. Innovative, Agility, Responsive, Performance Driven, Ownership
- To encourage employees to move beyond boundaries, take initiative, display creativity individually or together as a team to contribute towards the organization's growth
- To inspire employees to think and work-upon innovative ideas or practices which facilitate better delivery of results or aid in improving employee engagement



3. Scope

- The framework applies to all personnel, directly employed with Deepak Group and are on-rolls, across locations and functions

4. Eligibility

- The framework is applicable to all such personnel as covered in scope effective their date of joining the organization and ceases to apply effective their date of separation for any reason whatsoever
- It is mandatory for the services of such employees to be confirmed as per applicable rules to be eligible for consideration under the R&R framework

5. Category

- The awards under the R&R framework are broadly categorized as under:
 - Individual awards
 - Cross-functional team awards

Title of award	Cadre Coverage	Category	Duration
The Most Inspiring Leader	SMC MMC	Individual	Every 6 months
The Best Employee	MMC JMC OC	Individual	Every 6 months
The Most Innovative Employee	SMC MMC JMC OC	Individual	Every 6 months
The Best Project Manager	Designated employee	Individual	Every 6 months
The Best Cross-Functional team	SMC MMC JMC OC	Team	Every 6 months



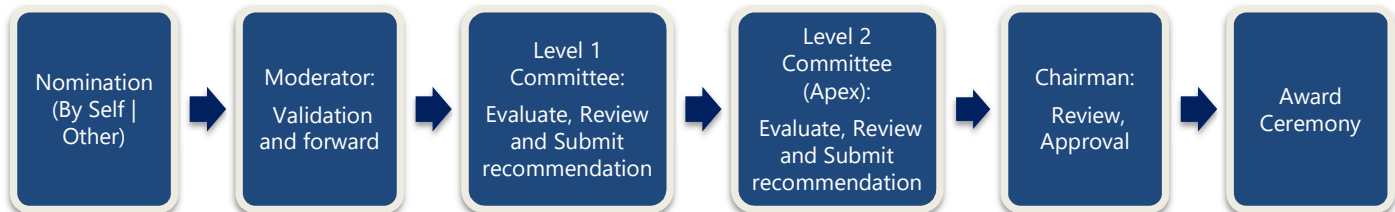
6. Governance mechanism

- The timelines for processing the awards are as under
- The award shall be presented by Chairman in a ceremony organized for the group

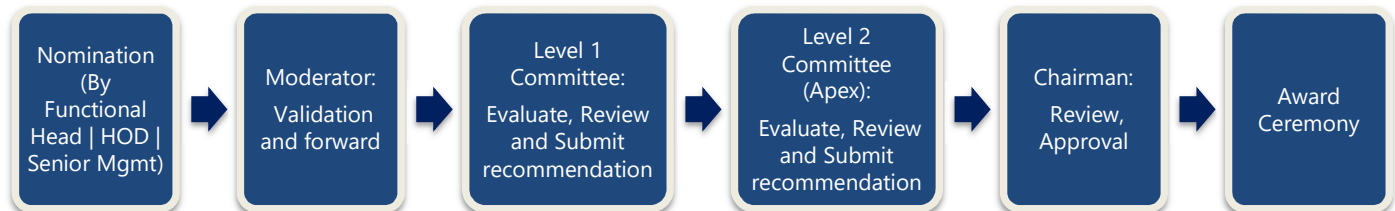
Period	Submission of nominations	Review Level 1	Review Level 2	Announcement of awards
Summer awards: April to September	By 10 th September	By 20 th September	By 5 th October	By 15 th October
Winter Awards: October to March	By 10 th March	By 20 th March	By 5 th April	By 15 th April

7. Process flow

• Process flow for Individual Award



• Process flow for Team Award






8. Navigation guidelines

- You can log-in by accessing below given link:

<http://rewards-and-recognition.herokuapp.com>




0123445

☐ Remember me

LOGIN

" The highest reward for a person's toil is not what they get for it, but what they become by it "

- Change password after log-in for first time:



Change your
Password

Current Password

New Password

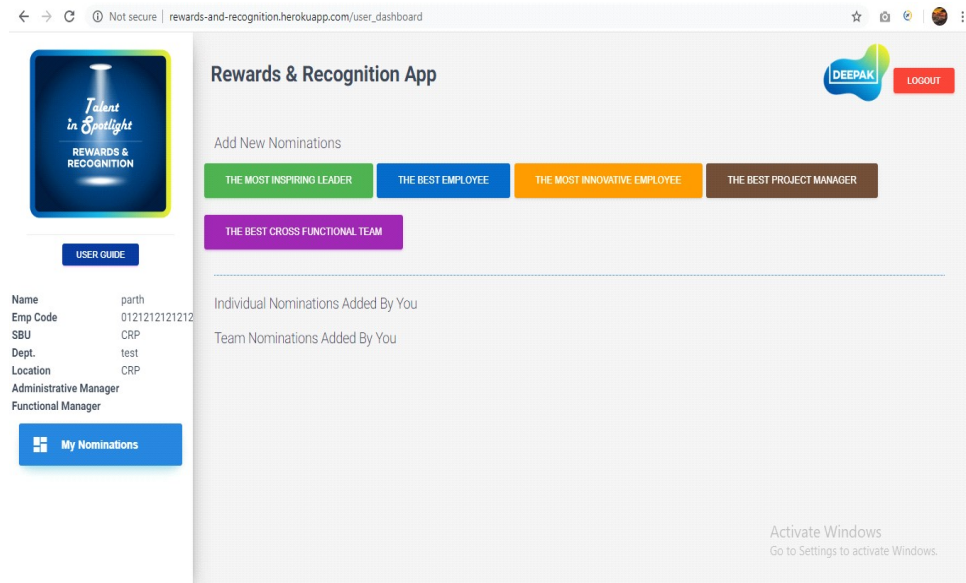
Confirm New Password

CHANGE MY PASSWORD

Not you? [Sign Out](#)



- Below dashboard page will be displayed



- Five different tabs are visible for nominating as per choice of category

Title of award	Category	Nomination by
• The Most Inspiring Leader	Individual	Self Other
• The Best Employee	Individual	Self Other
• The Most Innovative Employee	Individual	Self Other
• The Best Project Manager	Individual	Self Other
• The Best Cross-Functional team	Team	Functional Head HOD Senior Management

Each award nomination has different criteria for rating the nominee(s) along with window to write justification and facility to attach related documents.


Nominator is required to complete the form with above details and submit, which would be forwarded to 'Moderator' i.e. Unit HR | Corporate HR | Designated representative, as applicable.



- Nomination forms and navigation guidelines for awards are presented below:


➤ The Most Inspiring Leader

← → ↻ ⓘ Not secure | rewards-and-recognition.herokuapp.com/individual_nominations/tmil




USER GUIDE

Name parth
Emp Code 0121212121212
SBU CRP
Dept. test
Location CRP
Administrative Manager
Functional Manager

 **My Nominations**

Rewards & Recognition App

 **LOGOUT**

The Most Inspiring Leader


Select Nominee

Nominator Date
parth 30-12-2019

Please answer the following


Innovation	Excellent (3 Pts) Ⓐ	Very Good (2 Pts) Ⓑ	Good (1 Pt) Ⓒ
Agility	Excellent (3 Pts) Ⓐ	Very Good (2 Pts) Ⓑ	Good (1 Pt) Ⓒ
Customer Focus	Excellent (3 Pts) Ⓐ	Very Good (2 Pts) Ⓑ	Good (1 Pt) Ⓒ
Ownership	Excellent (3 Pts) Ⓐ	Very Good (2 Pts) Ⓑ	Good (1 Pt) Ⓒ
Performance Delivery	Excellent (3 Pts) Ⓐ	Very Good (2 Pts) Ⓑ	Good (1 Pt) Ⓒ

← → ↻ ⓘ Not secure | rewards-and-recognition.herokuapp.com/individual_nominations/tmil




USER GUIDE

Name parth
Emp Code 0121212121212
SBU CRP
Dept. test
Location CRP
Administrative Manager
Functional Manager

 **My Nominations**

Enter Justification


Please Enter Atleast 50 words.



Add Attachments

No file chosen

[Add More Attachments](#)

 **ADD NOMINATION**



 My Nominations



➤ The Most Innovative Employee



USER GUIDE

ame parth
ne code 01212121212
SU CRP
rpl test
ication CRP
Administrative manager
notional Manager

My nominations

Rewards & Recognition App

The Most Innovative Employee

Select Nominee

Nominator: parth Date: 30-12-2019

Please answer the following

	Excellent (3 Pts)	Very Good (2 Pts)	Good (1 Pt)
Ideation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implementation Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	0		

Click on success drivers demonstrated by the nominee

☐ Innovative ☐ Performance driven ☐ Agility ☐ Responsible
☐ Ownership

Please answer the following

Assessment Params	Question	Feedback	Value Addition	Attachments
Vision	Sees new possibilities; explores untapped or untested methods.			<input type="button" value="Choose File"/> No file chosen
Ideation	Is receptive to new ideas, information and experiences; generates details to build or create an idea for implementation			<input type="button" value="Choose File"/> No file chosen
Planning	Develops step-wise actions with risk mitigation controls, shares with stakeholders and implements			<input type="button" value="Choose File"/> No file chosen
Execution	Implements the idea, works around unexpected scenarios to achieve the desired outcome and realized the goal			<input type="button" value="Choose File"/> No file chosen
Documentation	Documents the process, supporting data and keeps stakeholders abreast of progress			<input type="button" value="Choose File"/> No file chosen
Outcome	Details and data are recorded and customizable for replication across the organization (as applicable)			<input type="button" value="Choose File"/> No file chosen

Enter Justification

Please Enter Atleast 50 words.

Add attachments

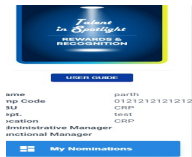
No file chosen

[Add More Attachments](#)

DEEPAK WEBSITE SUPPORT Rewards & Recognitions



➤ The Best Project Manager



Rewards & Recognition App

The Best Project Manager

Select Nominee

Nominator: parth Date: 30-12-2019

Please answer the following

Monitoring	Excellent (3 Pts) ⏮	Very Good (2 Pts) ⏮	Good (1 Pt) ⏮
Change Management	Excellent (3 Pts) ⏮	Very Good (2 Pts) ⏮	Good (1 Pt) ⏮
Risk mitigation	Excellent (3 Pts) ⏮	Very Good (2 Pts) ⏮	Good (1 Pt) ⏮
Compliance	Excellent (3 Pts) ⏮	Very Good (2 Pts) ⏮	Good (1 Pt) ⏮
Reporting	Excellent (3 Pts) ⏮	Very Good (2 Pts) ⏮	Good (1 Pt) ⏮
Total	0		

Click on success drivers demonstrated by the nominee

☐ Innovative ☐ Performance driven ☐ Agility ☐ Ownership ☐ Responsive

Please answer the following

Assessment Points	Question	Feedback	Value Addition	Attachments
Project guidelines, monitoring mechanism	Establish guidelines at beginning of project, developing and communicating methodology to monitor & track progress			[Choose File] No file chosen
Managing change requests and proposals	Review, evaluate proposals, deliberate and incorporate needed changes to project in an effective manner			[Choose File] No file chosen
Risk mitigation / control plans	Develop and implement mechanisms and guidelines to mitigate risk situations			[Choose File] No file chosen
Project Financials	Thoroughly monitor and validate project spends, reduce required controls to meet budget			[Choose File] No file chosen
Compliance to project guidelines	Track and monitor project milestones vis-à-vis agreed guidelines; raise caution timely; pursue concerned stakeholders / functions to ensure project deadlines are met			[Choose File] No file chosen
Compliance to legal and safety requirements	Ensure adherence to all legal aspects and established safety standards			[Choose File] No file chosen
Reporting and communication within teams	Review project status reports, share feedback and expectations periodically and keep team updated about progress			[Choose File] No file chosen
Reporting and communication with stakeholders	Share project status reports, clarify expectations and actions, seek support wherever and whenever needed and maintain a continual flow of information			[Choose File] No file chosen
Project activity transparency	Communicate right information to stakeholders; share right feedback with team; maintain transparency in dealings with external agencies and document project activities with required supporting			[Choose File] No file chosen
Project outcomes met	Deliver project as per agreed plan, handhold the implementation team to establish the outcomes and provide required post-project support			[Choose File] No file chosen

Enter Justification

Please Enter Atleast 50 words

Add Attachments

[Choose File] No file chosen

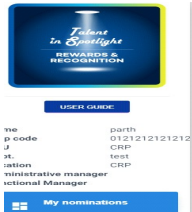
Add More Attachments

ADD NOMINATION



➤ The Best Cross-functional Team

- To nominate for team award, nominator can select multiple employees in the designated box



Rewards & Recognition App

The Best Cross-Functional Team

Select Nominee

Nominator: parth Date: 30-12-2019

Please answer the following

Assessment	Excellent (3 Pts)	Very Good (2 Pts)	Good (1 Pt)
Inception	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Execution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	0		

Click on success drivers demonstrated by the nominee

☐ Innovative ☐ Performance driven ☐ Agility ☐ Ownership ☐ Responsible

Please answer the following

Assessment	Question	Feedback	Value Addition	Attachments
Team goal	Describe the team goal and its impact on business objectives			Choose File No file chosen
Service delivery	Process to set expectations with stakeholders, establish agreement and metrics for measuring delivery against targets			Choose File No file chosen
Respect and Appreciation	Maintain dignity, be respectful and supportive to all team members, be aware of other's work, commitments or concerns faced, recognize small or large contributions to the team goal and express open appreciation			Choose File No file chosen
Connect	Seek inputs, request support from others, exhibit readiness to go that extra mile, maintain enthusiasm			Choose File No file chosen
Documentation	Document the process followed, problems or situations faced, list of ideas & alternatives generated, solutions implemented with support data			Choose File No file chosen
Deliverables and replication	Deliver on the agreed goal, present objectives vis-a-vis achievement, share learning along with possible customization for replication across organization			Choose File No file chosen

Enter Justification

Please Enter Atleast 50 words.

[Choose File](#) | No file chosen

[Add More Attachments](#)

[ADD NOMINATION](#)



➤ Moderator (Unit HR | Corporate HR | Designated Representative)

- The Moderator will log-in with individual credentials and the following dashboard will be displayed

The screenshot shows a web browser window with the URL `rewards-and-recognition.herokuapp.com`. The page title is "Moderator Dashboard". On the left, there is a sidebar with a "Talent in Spotlight" logo and a list of user details: Name (Deepak R&R Admin), Emp Code (00000), SBU (SBU1, SBU2), Dept. (Admin), Location (CRP), Administrative Manager, and Functional Manager. Below this are two buttons: "My Nominations" and "Moderator Dashboard".

The main content area is titled "Moderator Dashboard" and features a blue header with five tabs: "THE MOST INSPIRING LEADER", "THE BEST EMPLOYEE" (selected), "THE MOST INNOVATIVE EMPLOYEE", "THE BEST PROJECT MANAGER", and "THE BEST CROSS-FUNCTIONAL TEAM".

Under the "THE BEST EMPLOYEE" tab, the title "The Best Employee" is displayed above a table. The table has six columns: "Nominee Information", "Nominator", "Date", "Points (Out of 12)", "Justification & Attachments", and "Action".

Nominee Information	Nominator	Date	Points (Out of 12)	Justification & Attachments	Action
Name : Prachi Rajesh Patil Employee ID : 04045 Department : Human Resource & Administration Section : NDS SBU : BC Location : NDS Functional Manager : Kinjal Sanjaykumar Panchal Administrative Manager : Kinjal Sanjaykumar Panchal	Deepak R&R Admin (00000)	27-12-2019	6		<div>FORWARD ➤</div> <div>Enter Reason for pus</div> <div>PUSHBACK</div>

An "Activate Windows" watermark is visible in the bottom right corner of the screenshot.



- **All nominations can be viewed with following tabs**



- View the justification | attachment submitted along with the nomination



- Review and assure that all relevant data | details are submitted by Nominator
- Write key highlights of achievement by referring justification | attachments in bullet points in designated window
- Select Level 1 sub-committee members (3 nos.) and assign 1 member the role of 'Representative' of sub-committee
- 'Forward' the nomination to Level 1 Sub-committee for review



- Review and assure that all relevant data | details are submitted by Nominator
- If data | details submitted are inadequate, 'Pushback' the nomination to Nominator by mentioning the reason thereof in the designated space
- Nominator will provide required data | details and re-submit nomination



- [illegible]

- ****

"Appreciation is a wonderful thing: It makes what is excellent in others belong to us as well."

– *Voltgire*