

DEEPAK REWARD & RECOGNITION FRAMEWORK

PROCESS FLOW GUIDE



Prepared by Talent Management-Corporate HR, Deepak Group





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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:
 - o Fair, unbiased approach in nomination(s) and their scrutiny
 - o 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	SMC MMC	Individual	Every 6 months
Employee	JMC OC		
The Best Project Manager	Designated employee	Individual	Every 6 months
The Best Cross-Functional	SMC MMC	Team	Every 6 months
team	JMC OC		





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

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:

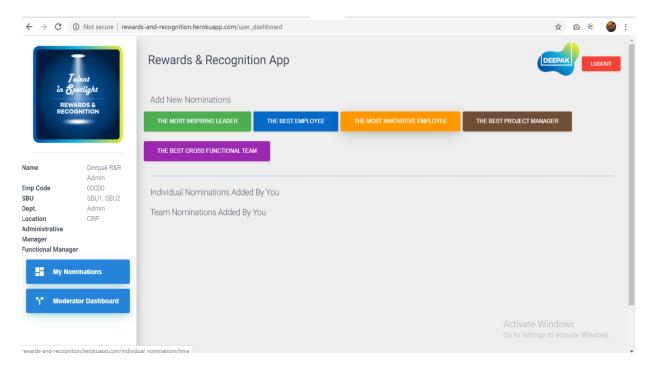
http://rewards-and-recognition.herokuapp.com







The 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 Project Manager	Individual	Self Other
The Best Employee	Individual	Self Other
The Most Innovative Employee	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.

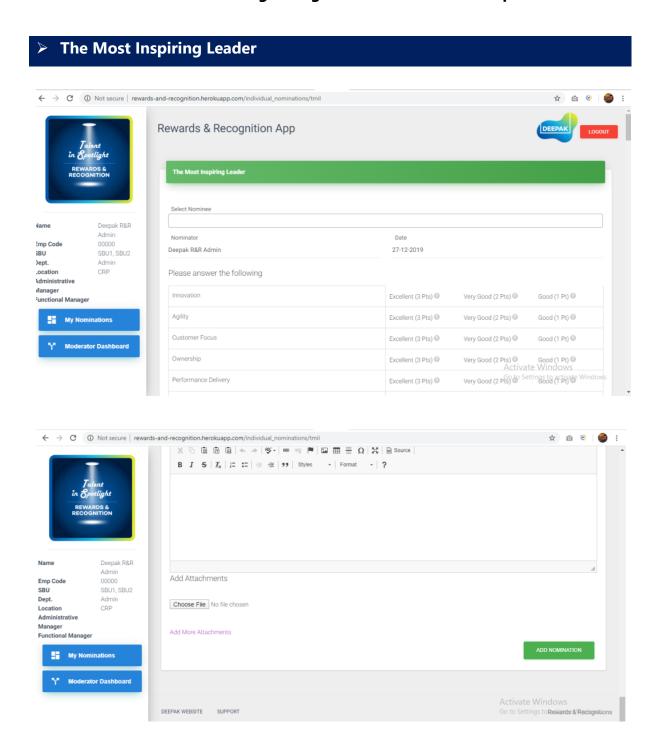
Nominator is required to complete the form with above details and submit, which would be forwarded to 'Moderator' i.e. Unit HR | Corporate HR | Designated representative, as applicable.

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

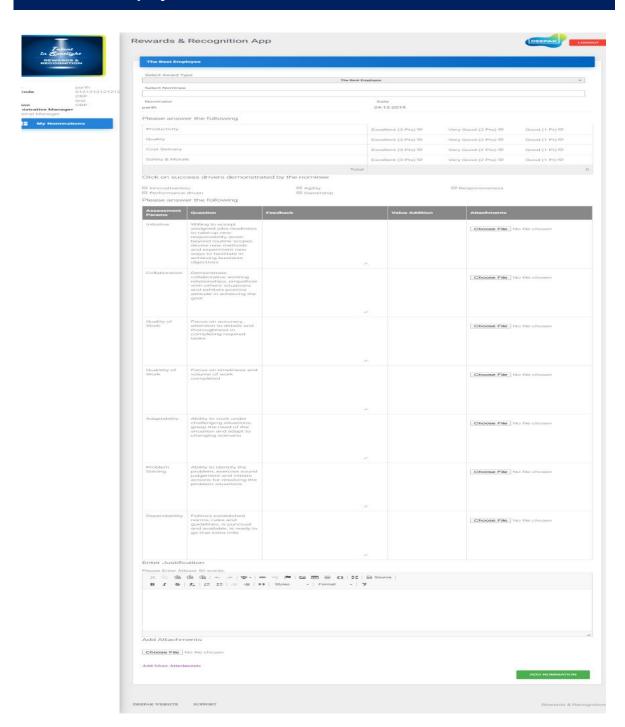


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> The Best Employee

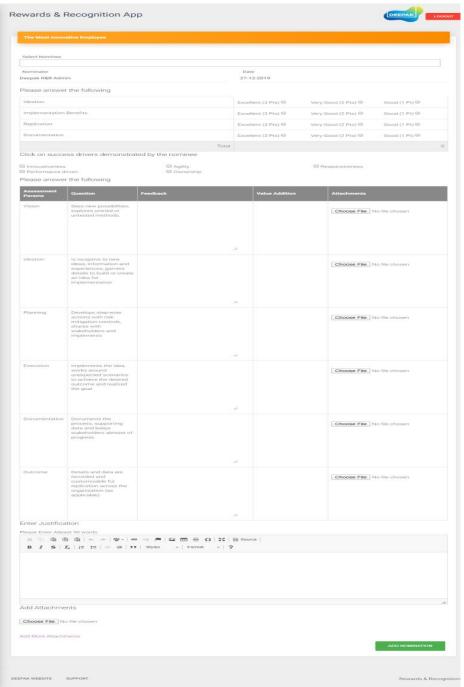






The Most Innovative Employee

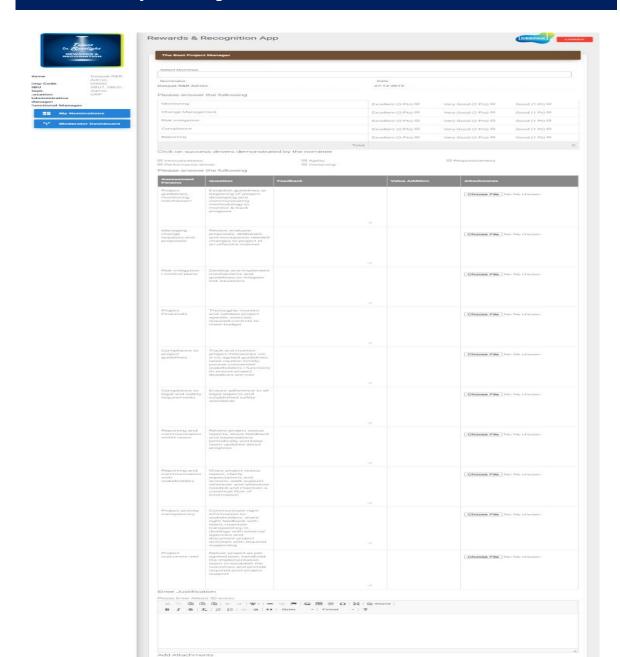








> The Best Project Manager



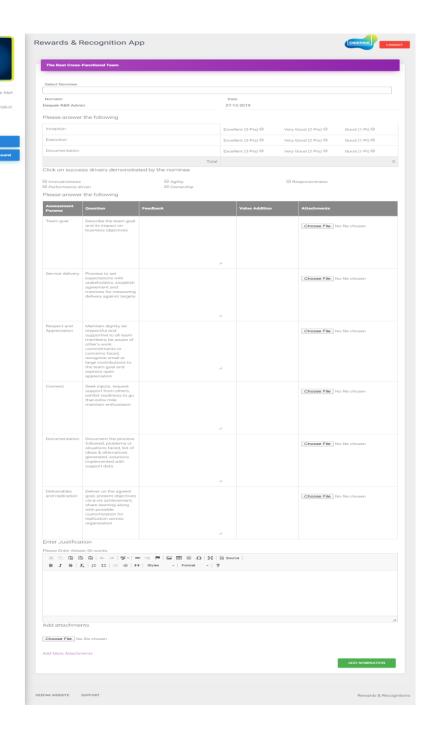
Choose File No file o





> The Best Cross-functional Team

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

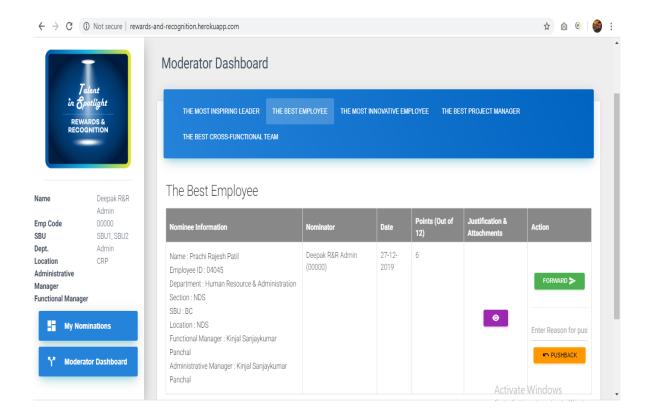






➤ Moderator (Unit HR | Corporate HR | Designated Representative)

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







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

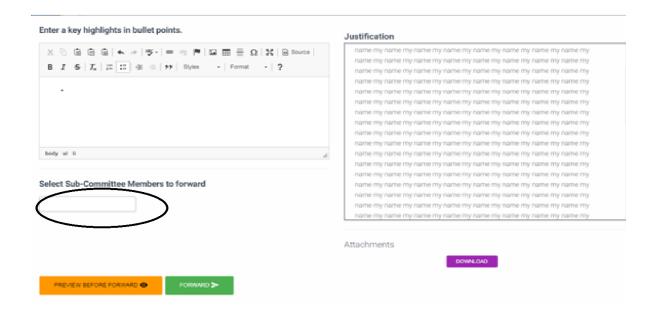


- Review and assure that all relevant data | details are submitted by Nominator
- If data | details submitted are inadequate, 'Pushback' the nomination to Nominator by mentioning the reason thereof in the designated space
- Nominator will provide required data | details and resubmit nomination





 Moderator can preview the window before forwarding to Level 1 subcommittee



 The selected committee members will log-in through own credentials and view these details on respective dashboard and follow the process as above to review, provide their comments and submit their recommendation of nomination to Apex Committee or | reject the nomination

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

- Voltaire