

REWARD AND RECOGNITION POLICY

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DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/01/2013	HR Operations	Initial Draft	Head, HR
1.1	01/12/2018	HR Operations	Introduced Reward & Recognition nomination tool & process	Head, HR

1. OBJECTIVE

To provide guidelines to recognize specific, unique, value added and critical performance incidents within or beyond expected & predefined performance objectives. Align employee performance and achievements in line with Company's value and Mission objectives and reward in monetary.

2. SCOPE

All Full time and Fixed term employees of Altran Technologies, India.

3. GENERAL RULES

A. Nomination: (Individuals / Teams / Groups):

All Delivery Managers / Delivery Heads / Department Heads (along with inputs from immediate Superiors / Reporting Authorities wherever applicable) can nominate employees / teams in R&R online portal who have shown reward-worthy performance, behavior, skills or competence. Below is the link for R&R nomination.

https://directv2.altran.com/com/INIS_IL_ADL/Employee_Self_Service/Lists/Rewards%20%20Recommendations/NewForm.aspx

Managers must submit the nominations by 10th of every month. Detailed nomination process can be referred in Directv2 rewards. Access provided to managers for nominating the team members.

B. Periodicity:

Assessments and recommendations can be done on Monthly/ Quarterly / Half yearly / Yearly basis and one employee can be nominated multiple times in different quarters. Further spot awards can be recommended during shorter terms on need basis.

C. Benchmarking Reward - worthy Performance/Behavior/Competence:

In order to align employee performance to Company's Values & Mission objectives, the standards can be set against the 5 value & mission objectives. Employee showcasing exceptional examples of "FIRST TIME RIGHT" and following up these values can be considered for Rewards & Recognition Program.

The five Values are:

1. Team Work
2. Excellence
3. Creativity
4. Innovation
5. Focus on result

4. TYPES OF REWARDS & ASSESSMENT PARAMETERS

- 1) Numero Uno
- 2) Spot Award
- 3) Best Project Team
- 4) Behind The Scene
- 5) Employee Referral Reward
- 6) ABCD (Above and beyond call of Duty)
- 7) Best Leadership in Project

1) Numero Uno

Best individual performance, which has specific or sustained accomplishments that exceed normal expectations and contribution beyond expected deliverables / Key Responsibility Areas. This is a quarterly reward program, one employee per Delivery center/ Department and will be nominated by the Delivery Heads/ Department Heads. The payout will be done in the month after the quarter ends along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

2) Spot Award

Based on on-time delivery, consistent quality delivery and customer delight or any other reason under the discretion of Delivery Managers. This reward program is on need or contribution basis, one employee per month and will be nominated by the Delivery Managers. The winner will be announced during the event. The payout will be done in the month along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

3) Best Project Team

The team with best project performance, based on customer feedback on issues resolved, comfort level with customer, support provided or any such incidents / behaviors bringing in significant impact on customer's perception and Company's image building etc. This is a half yearly reward program, one project team per Delivery center and will be nominated by the Delivery Heads. The payout will be done in the month along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

4) Behind The Scene

Based on the Extra-Ordinary Performance of functional support employees (HR, Finance, IT and Administration functions), who helped in business operations. This is a quarterly reward program, one employee from the support functions and will be nominated by the Heads- Delivery center. The payout will be done along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

5) Employee Referral Reward

Employee with maximum successful referrals. This is a yearly reward program; the employee will be nominated by the Human Resources Department. The winner will be announced in the month of January every year.

- **Reward & Award:**
 - Sponsorship for Pleasure Trip (2 night stay in a resort with family).

6) ABCD (Above and beyond call of Duty)

This is a special reward for employee's who contributed to the growth of the organization beyond expected deliverables / Key Responsibility Areas. This is a yearly reward program, one employee per Delivery center/ Department and will be nominated by the Delivery Heads/ Department Heads. The payout will be done in the month of January every year along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

7) Best Leadership in Project

This reward is for the Team leads for the best project and people management. Have an exceeds rating or better on performance evaluation at the time of nomination. Based on mutual or case-to-case basis customer feedback on issues resolved, comfort level with customer, support provided or any such incidents / behaviors bringing in significant impact on customer's perception and Company's image building etc. This is a yearly reward program, one employee per Delivery center and will be nominated by the Delivery Heads. The payout will be done in the month of January every year along with the salary.

- **Reward & Award:**
 - Cash Rewards
 - Certificate of Appreciation

5. DISCLAIMER

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