

**Document Identification**

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<b>Releaser</b>	<b>MR</b>
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**REVISION HISTORY**

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

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## 1. POLICY PURPOSE

The purpose of this policy is to provide a platform for the recognition of service and loyalty to the company.

## 2. POLICY SCOPE

This policy is applicable to all employees on permanent rolls of the company.

## 3. POLICY DESCRIPTION

The HR department in coordination with management setup list of awards for various categories to promote recognition.

The awards and the criteria for nomination and financial reward associated with award, eligibility are communicated to all employees time to time

The committee review the nominations for the award and select the employee for issue.

The awards will be presented to the eligible employees by CEO/MD, in his absence, through the respective Head of Departments during All Hands Meet/ Company Function on a Quarterly/ Half yearly basis.

The HR shall prepare the list of eligible employees on a Quarterly/ Half yearly basis & inform the Finance department to issue Award cheques. Any tax incidence out of this payment will be absorbed by the organization

Employees who are still in the services of the company at the time of the award presentation will receive their awards.

Employees who are terminated by the company due to misconduct are not eligible for the award.

This policy can be withdrawn at any given point of time at the sole discretion of the management.

## 4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

## 5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.