

## Document Identification

<b>Title</b>	<b>Recognition and Rewards Policy</b>
<b>Document Id</b>	<b>HRPO13</b>
<b>Revision Number</b>	<b>1.0</b>
<b>Release date</b>	<b>18/01/2013</b>
<b>Status</b>	<b>Released</b>
<b>Owner</b>	<b>Priya</b>
<b>Author(s)</b>	<b>Rabindra</b>
<b>Approver(s)</b>	<b>Souvik</b>
<b>Releaser</b>	<b>MR</b>
<b>Confidentiality</b>	<b>Company Internal</b>

## 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>

	<b>Recognition and Rewards Policy</b>	HRPO13
--	---------------------------------------	--------

## 1. POLICY PURPOSE

The Purpose of this policy is to suitably recognise & reward the exemplary performance of our employees, and to harness their innovative talent.

## 2. POLICY SCOPE

All employees who are on the rolls of the company and whose performance is exemplary/extraordinary in a particular year/project are eligible.

## 3. POLICY DESCRIPTION

The performance of the employee shall be monitored by way of the Annual Performance Appraisals. The respective Managers who find that the performance of the employee is extraordinary during a particular year or on completion of a project may recommend the employee's name for this reward.

The HR Department shall process the recommendations along with the Unit head and obtain necessary approvals to recognize the employees

All recognitions are linked with some amount of reward, and same need to be approved by the management.

The amount shall be paid through the salary after deducting the applicable tax.

## 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.