


Document Identification

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Owner	Priya
Author(s)	Rabindra
Approver(s)	Souvik
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/13	Initial Release	Rabindra	Souvik

 KREATIO MONETIZING CONTENT	Incentive Payment Policy	HRPO4
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1. POLICY PURPOSE

The purpose of this policy is to pay the incentive based on the performance of the employees as a variable pay

2. POLICY SCOPE

All categories of employees are eligible for incentives in the organization

3. POLICY DESCRIPTION

The incentives are offered to encourage employees to perform better in the job and drive their effort to achieve the organizations objectives

The HR department in coordination with Business department heads define the incentive guidelines and distribute to all employees.

The incentives are calculated once in a year or once in a quarter as defined in the guidelines, and paid to the employees as part of salary.

The incentive structure will be communicated by HR to all employee time to time and need to be contacted HR for more details

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.