

# REWARDS AND RECOGNITION POLICY

## **Diksha Technologies**

**All Divisions**

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**Diksha Technologies Pvt Ltd**

#69, 2nd Floor, JP-DJ Arcade,  
Millers Road,  
Bangalore - 560 052  
Phone: +91 80 4333 6222  
Fax: +91 80 4333 6245  
<http://www.dikshatech.com>

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## 1 Introduction

Employee Rewards and Recognition serves as motivating and rewarding program to highlight the excellence of employees in all areas and job functions across the organization. The program recognizes employee's outstanding performance, achievements and loyalty contributing to overall growth and success of the organization.

## 2 Policy

- The policy establishes criteria for what performance or contribution constitutes rewardable.
- The policy facilitates to recognize employee's significant performances within predefined criteria.
- The policy intends to create a positive work environment, improve employee morale, and motivate high performance.
- The entitled employees are acknowledged under the Annual, Quarter and on-the-Spot recognition programs.
- Assessment shall be done yearly and quarterly for respective categories of awards, besides employees are acknowledged to Blaze awards during any time of fiscal year.
- The final decision regarding rewards and recognition is under the sole discretion of Awards Committee.

## 3 Objective

- Provide recognition of employee's outstanding performance and loyalty.
- Acknowledge their contributions to the growth of the company.
- Creating role models through effective affirmation of the high performance and loyalty.
- Inculcating a culture of recognition, mutual respect and appreciation.

## 4 Scope of the Document

- The rewards and recognition policy is applicable to all Employees in Diksha.
- The purpose of this document is to provide a framework for employees to have a better understanding of Rewards and Recognition Program.

This document includes the following details:

- Awards Committee
- Types of Recognition programs
- Description of each type of Recognition Program
- Rewards
- Rewards and Recognition Process

## 5 Awards Committee

- Representatives from all the departments form the committee.
- Duration (loyalty), Outstanding Performance, Dedication towards assigned responsibilities are the critical criterions considered by the committee.
- All Managers / Team leads / Immediate Superiors / Reporting authorities can nominate employees for the reward.

- The committee determines award recipients according to the policy after screening the list of nominations given by all managers along with the validation.
- Committee makes sure that the recognition is most effective and is aligned with the culture of the workplace and takes place on a regular basis.
- The award selection process is reviewed periodically and modifications are made as appropriate.

## 6 Types of Recognition Program

- Performance Awards
- Loyalty Awards
- Blaze Award
- Antares Award

### 6.1 Performance Awards

This category recognizes employee's distinctive performance, exemplary commitment and excellence at work.

#### 6.1.1 Pinnacle Award

Criterion: Employees with 1 to 3 years of Professional Experience are eligible for this award.

Document: [ET: Pinnacle\\_Award](#)

Reward:

- Certificate of appreciation
- Gift Vouchers redeemable in popular stores

#### 6.1.2 Ace Award

Criterion: Employees with 3 to 6 years of Professional Experience are eligible for this award.

Document: [ET: Ace\\_Award](#)

Reward:

- Certificate of appreciation
- Gift Vouchers redeemable in popular stores

#### 6.1.3 Zenith Award

Criterion: Employees with 6 to 10 years of Professional Experience are eligible for this award.

Document: [ET: Zenith\\_Award](#)

Reward:

- Certificate of appreciation
- Gift Vouchers redeemable in popular stores

#### 6.1.4 Summit Award

Criterion: Employees with 10 + years of Professional Experience are eligible for this award.

[Document: ET: Summit\\_Award](#)

Reward:

- Certificate of appreciation
- Gift Vouchers redeemable in popular stores

## **6.2 Loyalty Awards**

This category of awards recognizes employees who have exhibited unwavering loyalty and commitment towards Diksha

### **6.2.1 Sapphire award**

Criterion - Employees with minimum 3 years of continuous service in Diksha are qualified for this award.

[Document: ET: Sapphire\\_Award](#)

Reward:

- Memento with Diksha logo
- Gift Vouchers redeemable in popular stores.

### **6.2.2 Opal award**

Criterion - Employees with minimum 6 years of continuous service in Diksha are qualified for this award.

[Document: ET: Opal\\_Award](#)

Reward:

- Memento with Diksha logo
- Gift Vouchers redeemable in popular stores

### **6.2.3 Amethyst award**

Criterion - Employees with minimum 10 years of continuous service in Diksha are qualified for this award.

[Document: ET: Amethyst\\_Award](#)

Reward:

- Memento with Diksha logo
- Gift Vouchers redeemable in popular stores.

## **6.3 Blaze Award**

Blaze Award is intended to acknowledge immediate and spontaneous appreciation for the outstanding contribution of individuals for a specific project or task, or group of projects or tasks, above and beyond normal performance expectations.

Criterion: Awards are given based on a special recommendation by Reporting Managers / Team leads in recognition of significant performance.

[Document: ET: Blaze\\_Award](#)

Reward:

- E - Certificate of appreciation
- Gift Vouchers redeemable in popular stores

## 6.4 Antares Award

Antares is the brightest and biggest star in the universe. This being a high achievement award, winners are an Antares of Diksha shining long and bright sharing their light.

Criterion: The Antares Award recognizes an employee for superior performance with a minimum of 8 years of continuous service in Diksha.

[Document: ET: Antares\\_Award](#)

Reward:

- Certificate of appreciation
- Cash award
- Uploading Picture in Diksha Portal
- Appreciation mail from Senior Manager/ RMG
- Gift Vouchers redeemable in popular stores
- Winner visiting cards will carry the Antares Award Winner logo
- Winner can display the Antares Award Winner logo in their email signatures
- Additional special allowances in employee benefits such as personal loans, salary advances etc.
- Pre-approved designation promotion during their next appraisal cycle

## 7 Rewards and Recognition Process

- RMG sends the list of Employees to Reporting Managers/ Team Leads.

[Document: ET: Nominations\\_List](#)

- Reporting Managers/ Team Leads validate and send the selected nominees for each category of the award to the RMG.
- RMG shall consolidate the nominations received from Reporting Managers/ Team Leads.
- RMG Schedules an Awards committee meeting.

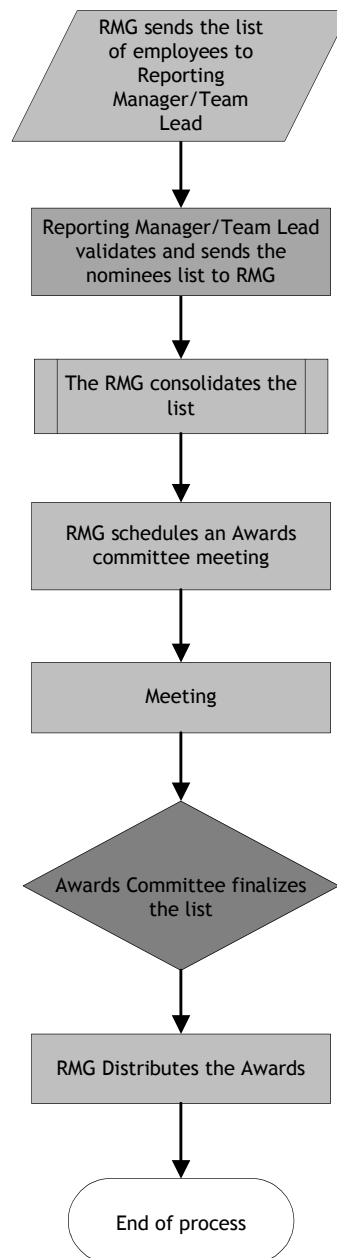
[Document: ET: Award Committee\\_Meeting Invitation](#)

- Awards Committee will finalize on the Awardees.
- The Awards will be distributed by RMG.

[Document: ET: Winners\\_Announcement](#)

[Document: ET: Employee Awards and Recognition](#)

## 7.1 Flow Chart





## APPENDIX- I: Definition / Abbreviation / Acronym

Word	Definition / Abbreviation for / Acronym for
Diksha	Diksha Technologies P Ltd
RMG	Resource Management Group
ET	Email Template
T	Template