

**History of Revision:**

Sr. No.	Date of Revision	Revision No.	Reason for Revision
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**Purpose:**

The Purpose of reward and recognition policy is to recognize the skill, talent and contribution of an employee. It is also a mode to attract, motivate, appreciated, Healthy Competition, positive workplace and retain the best talent employees who carry out the activities in their role description and meet their objectives. Often, rewards and recognition take the form of extra compensation for.

**Scope:**

This policy is applicable to all employees of Trushna Exim

**Eligibility & Criteria**

The scheme applies to all employees. This policy applies for achievements of individual employees or a group of employees or a whole team. The Manager should recognise & recommend any of the following achievements from the employee's performance to be able to meet the criteria for a reward or recognition:

- Out of the box thinking that significantly improved a process or a product.
- Over achieved a given target. (Monthly, Quarterly, Half yearly, Yearly)
- Created new marketable products or inventions out of own interest or with limited guidance.
- Consistent performance that is highly appreciated by either internal or external clients.
- Displaying leadership qualities in taking ownership and responsibility in an event or project in the true spirit of the Company's vision & culture.
- Participated in events that brought value to the organisation while managing own activities with no or minimum disruptions.

**Equal Opportunity:**

The procedure is based upon the following principles:

- All employees should be rewarded fairly according to their sustained contribution, including the application of new skills and expertise developed over time on the job.
- Assessment of objectives / performance standards achieved should be clearly related to departmental / organisation objectives, recognise achievements and reward competencies and activities which are likely to contribute to the future success of the Organisation.

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- Objectives / performance standards must be applied fairly and consistently.
- Judgements should be demonstrably based on objective evidence and where appropriate, recognise initiative, leadership and/or contribution to teamwork.
- Access to contribution points should be communicated to all employee by the Immediate Manager/HR dept. in a way that it makes clear how the policy operates and the part that they play in its application.
- Managers are encouraged to consider all the staff under their remit and consider nominating an individual who has made a substantial contribution(s) to the work of the department.

**Procedure:**

Respective Managers will recognise an achievement, document it for evidence and also take feedback in support of the recognition, wherever feasible and required. The recommendation will be sent to the Reward Panel & Analysing system set up by HR and Top Leave Management for this purpose.

**Members of the Reward Panel are as follows:**

- 01-Two) members of HRD
- Respective Manager
- (02-Two) members of Top Leave Management

**Step:01** The Reward Panel will monitor, review & recommend to the Head of HR on the operation of the Reward and Recognition policy on a monthly / quarterly / half yearly / annual basis.

**Step:02** The Panel will consider each application for an award based on the agreed criteria. A decision will be reached on the basis of the evidence submitted

**Step:03** The Panel will assume that the nominating department has considered the financial impact of any award on its budget prior to submitting any application(s). The Panel will not take into account any financial impact when making its decision.

**Step:04** Human Resources will communicate the outcome of a reward application to each applicant and to the relevant Manager, on behalf of the Panel.

**Types of Rewards:**

**Monitoring Rewards and Recognition** can comprise of a Certificate, Trophy, Gift Vouchers, Extra Amount Pay, Salary Revision or Promotion depending on the scale of achievement.

Certificate will be signed by CEO, Board of Member, Invites Guest or any Reputedly individual.

All types of rewards will be managed internally by HR and informed to the employee post appropriate approvals from Management.

Certificates and gift vouchers will be handed over to the Manager/COO/CEO in front of all employees.

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**Non-compliance and Consequence**

Non-compliance of this policy like misuse or falsification of facts by any party within the organisation will be viewed seriously by HR and appropriate action will be taken including revoking the recognition and up to termination of employment contract.



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