



Reward & Recognition

Objective

- To encourage & to motivate employees who are performing and contributing to the company business goals.
- To increase engagement of the employees with the organization, to build closer and longer relationships overtime. The policy's true success lies in its ability to instill pride towards the organization
- It is a motivational initiative for all operators those who go beyond their duties to make difference in the daily skills required for their work. This is a mode of saying "Well Done" to all those people who have contributed to the growth of the company.

Types	Duration	Applicability	Criteria
Attendance Award	Monthly	Associates & Casual workers	For every 26 days of working
			For every 25 days of working
			For every 23 days of working
Best 5S Zone	Quarterly	All	Judged by the Internal Auditors
Best Kaizen Award	Annually	only 1 award	Highest Impact on Business
Max. No. of Kaizens	Annually	Top 3 in all (Staff, Associates, Casual)	Nos. of Kaizens
SIPL ke Sitare	Annually	2 award for Staff and 2 award for Associates)	Demonstration of Values
Employee of the year	Annually	1 award for staff and 1 award for Associates	Outstanding performance
Long Service Award	Annually	Staff, Associates, Casual	Completed 10 years of service continuously
			15 Yrs
			20 Yrs
			25 Yrs
Marriage Gift	As & when	Staff, Associates, Casual	First marriage
Birthday Celebrations	Monthly	Staff	Once a month B'day cake for all employees whose B'day fall in that months