



## **Company Policy Handbook**

## **Employee Recognition, Reward, Bonus, and Incentives**

The company values the contributions of its employees and recognizes outstanding performance through the following:

### **1.1 Monthly Recognition**

The top-performing employee each month will be acknowledged with a certificate and awarded a monetary benefit of 3000 INR. This recognition is based on predetermined performance metrics.

### **1.2 Quarterly Recognition**

An employee who consistently demonstrates exceptional performance throughout a quarter will receive a certificate & monetary benefit of 5000 INR.

### **Attendance and Discipline**

Employees must maintain high standards of punctuality and adhere to company policies, showcasing reliability and respect for workplace norms.

### **Growth Factor**

Individuals who contribute significantly to the organization's progress, either by expanding their own role or enhancing team capabilities, are recognized.

### **Personal or Team Development Driver**

Employees who proactively foster their own skill enhancement or actively support their colleagues' professional growth are valued for their leadership and cooperation.

### **Innovation/New Initiative**

Those who introduce creative solutions, launch new projects, or drive process improvements that benefit the organization are acknowledged for their forward-thinking contributions.

### **1.3 Employee Incentives**

Consistent exceptional performance in areas such as attendance, work quality, customer satisfaction, teamwork, and adherence to company policies may qualify employees for bonus incentives. This will be entirely dependent upon the management's decision after assessing the employees.

### **1.4 Diwali Bonus**

The company, on the auspicious occasion of Diwali, offers their employees one month's basic pay. To be eligible for this benefit, employees must have completed at least 6 months with the organization.

## **1.5 Long Service Policy Award**

### **1.5.1 Five Year Milestone**

Employees reaching Five consecutive years with the company will be rewarded with a bonus equal to one month's basic pay.

### **1.5.2 Ten Year Milestone**

Employees reaching Ten consecutive years with the company will be rewarded with a bonus equal to two month's basic pay.

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