# **Employee Engagement & Recognition Policy – India**

## **1. Purpose**

To foster a positive workplace culture by engaging employees meaningfully and recognizing their contributions in a transparent and inclusive manner.

## **2. Scope**

This policy applies to all employees, regardless of level, department, or location.

## **3. Objectives**

* Enhance employee motivation, commitment, and productivity
* Provide fair and consistent recognition across the organization
* Support employee wellbeing and work-life balance through engagement initiatives

## **4. Engagement Activities**

* Team-building workshops, cultural events, and wellness programs
* Knowledge-sharing sessions and innovation forums
* CSR (Corporate Social Responsibility) participation and volunteering opportunities

**5. Recognition Methods**

* **Formal Recognition**: Annual awards, performance-based bonuses, long service awards
* **Informal Recognition**: Appreciation emails, thank-you notes, peer-to-peer recognition
* **Non-Monetary Recognition**: Certificates, employee spotlight in newsletters, flexible work options

**6. Criteria for Recognition**

* Outstanding performance and results
* Innovation and problem-solving contributions
* Teamwork and collaboration
* Demonstrating company values and leadership qualities

**7. Roles & Responsibilities**

* **HR Department:** Design and implement engagement & recognition programs, maintain records, and measure effectiveness
* **Managers:** Nominate employees, provide feedback, and encourage participation
* **Employees:** Actively engage, nominate peers, and participate in programs

**8. Rewards & Tax Compliance**

* Monetary rewards will comply with Indian tax regulations and be processed via payroll.
* Non-monetary benefits (vouchers, gifts) will be declared as per applicable tax rules.

**9. Non-Compliance**

Managers or employees failing to implement or misuse the recognition process may face corrective action.

**10. Review & Amendments**

This policy will be reviewed annually to ensure relevance, fairness, and alignment with company culture.