

 **spotlight**
BECAUSE YOU MATTER

**Rewards and Recognition
programme**

Created by	AVP HR - Bhavna Ate
Reviewed by	CEO – Umesh Bopche. Director, Marketing and Communications – Shilpa Sharma
Approved by	CEO – Umesh Bopche
Version no.	V 0.1
Date of Policy Release	01-07-2022

Rewards and Recognition- SPOTLIGHT

Introduction:

Spotlight

This programme aims at encouraging and acknowledging superior and exceptional performance of employees across all functions. The policy intends to recognize individual/group contribution and achievements that contribute to the overall objectives and success of the respective Function/ Sub Department/ a Team/ Individual. This policy will be applicable from 1st of July 2022.

Spotlight Meaning

The literal meaning is something that illuminates. At EC, we want to ensure that the best of the talent and work gets recognized and rewarded by putting them in the Spotlight.

Intent

The intent is to ensure employees identify & understand the platform that has been created that displays hard work, exemplary performance & contribution towards the organization's goal.

- ★ Value, appreciate and motivate employees
- ★ Identify, evaluate & inspire exceptional performance
- ★ Appreciate & Recognize qualities & values exemplified by members
- ★ Timely & Duly recognition of the performance
- ★ Instil a culture of appreciation & recognition across the organization
- ★ Increased Productivity in employees after recognition

SPOTLIGHT AWARDS

Categories & Timeframe:

Nature	Award Name	Description	Time Frames	Rewards
Time Based Awards	Long Service (5/10/15 years)	People who have served 5/10/15 years with EC	Based on HR data	Certificate Trophy Cash prizes upto 5K/10K/15K
Instant Gratification	Employee of the Month	Recognition for significant performance in a particular month	2 employees in a month	Certificate Customized chocolate Box
Role and Task based awards	Star Performer (for confirmed employees) Rising Star (for people in probation)	Recognition for Exemplary Performance in a quarter	One in a quarter in each category	Certificate Trophy Cash prize upto 3.5K
Group Awards	The Super Squad	Recognition of a team for exemplary performance in a quarter	One in a Quarter	Certificate Revolving Trophy Dinner with CEO Cash prize of 10k for the team
Special Awards	Pride of EC	Recognition of employees who contribute to the organization's continued success and live up to its expectations	Annual	Certificate Trophy A Samsung Gadget

QUATERLY AWARDS

1. Star Performer (For Confirmed Employees)

Description

For the employees who have demonstrated exceptional performance in a specific project/situation. Has gone above and beyond the call of the duty. Demonstrated creativity and innovation to enhance/improve the business/processes/procedures within the organization to positively impact the productivity. Demonstrated excellence in Internal & External customer satisfaction. Displayed leadership qualities while executing a task.

Eligibility

Confirmed employees across all levels

Nominating Authority

Reporting Managers, Department Heads (HOD's)

Evaluating Parameter

The Reporting Managers are required to submit their nominations as per the attached template. A detailed Business case along with Facts, Evidence and data based on events occurred (document real-time instances) should be submitted. The nominating authority must key in the scores (against a scale of 1 to 5) against the identified parameters.

The SPOTLIGHT Review panel will assess and review the nominations along with the HR Team.

Link to the Nomination Form

<https://docs.google.com/spreadsheets/d/1WmXjHjtUrJAilSeQgvwV-VOE12pUmm55D/edit?usp=sharing&oid=113496603971931131767&rtpof=true&sd=true>

2. Rising Star (For Employees in Probation)

Description

For the employees who are self-driven, pro-active, have the ability to learn & adapt, are aligned to the organization/team goals and are solution driven in a creative way that effectively impacts the business. They are able to innovate solutions & approaches to resolve business glitches and challenges in the processes.

Eligibility

Employees under probation across all levels

Nominating Authority

Reporting Managers, Department Heads (HOD's)

Evaluating Parameter

The Reporting Managers are required to submit their nominations as per the attached template. A detailed Business case along with Facts, Evidence and data based on events occurred (document real-time instances) should be submitted. The nominating authority must key in the scores (against a scale of 1 to 5) against the identified parameters.

The SPOTLIGHT Review panel will assess and review the nominations along with the HR Team.

Link to the Nomination Form:

<https://docs.google.com/spreadsheets/d/1WmXjHjtUrJAilSeQgvwV-VOE12pUmm55D/edit?usp=sharing&oid=113496603971931131767&rtpof=true&sd=true>

3. The Super Squad (Team Award)

Description

To identify, reward & recognize the team/function that has consistently displayed all attributes of a successful team. The team/function has been able to accomplish task/deliverable under challenging circumstances. The team has also worked together as one and has shown an immense amount of unity amongst themselves. The team has displayed cross functional collaboration. The team's productivity, growth, revenue generation and attrition rate will play a substantial role. The team should also actively participate in Organization level initiatives.

Eligibility

All Business and Support functions within EC are eligible. The Business Head or the Function Lead can fill- in the evaluation form & send it to the HR Team.

Nominating Authority

Department Heads (HOD's)

Evaluating Parameter

The Reporting Managers to submit their nominations as per the attached template. A detailed Business case along with Facts, Evidence and data based on events occurred (document real-time instances) for the entire team or as a particular function or sub-division should be submitted. The nominating authority must key in the scores (against a scale of 1 to 5) against the identified parameters.

The SPOTLIGHT Review panel will assess and review the nominations along with the HR Team.

Link to the Nomination form:

https://docs.google.com/spreadsheets/d/1BvNghFegpv8jNUPMt_t0b8CnvimMseG4/edit?usp=sharing&oid=113496603971931131767&rtpof=true&sd=true

MONTHLY AWARDS

1. Employee of the month

Description

To Identify and Reward the employee who demonstrate exemplary individual achievement or significant contribution towards team/organizational goals. Displays willingness to take on initiative/tasks which are beyond the employee's relevant/existing role. Is committed to deliver high quality work & always delivers before time. The employee is a team player & demonstrates a positive attitude towards work responsibilities, co-workers &/or clients.

Eligibility

Confirmed Employees across all levels

Nominating Authority

Reporting Managers, HOD's

Evaluating Parameter

The Reporting Managers are required to submit their nominations as per the attached template. A detailed Business case along with Facts, Evidence and data based on events occurred (document real-time instances) should be submitted. The nominating authority must key in the scores (against a scale of 1 to 5) against the identified parameters.

The SPOTLIGHT Review panel will assess and review the nominations along with the HR Team.

Link to the Nomination Form:

https://docs.google.com/spreadsheets/d/19G_LHQpFBokh6GRVgRU2AwmKVjyDG81O/edit?usp=sharing&oid=113496603971931131767&rtpof=true&sd=true

LONG SERVICE AWARDS

Description

To felicitate employees who have served 5, 10 or 15 years with the company.

Eligibility

People who have completed 5,10 or 15 years in the month preceding the month that the townhall is conducted in.

ANNUAL AWARDS

1. Pride of EC

Description

To Identify, Recognize & Reward the individual who lives & breathes the company's values and vision. Pride of EC Award is an EC initiative to recognize the importance of distinctive, extraordinary & exemplary accomplishments and is a very prestigious award. This reward and recognition program supports the acknowledgement of EC employees as they contribute to the company's continued success and live up to its expectations

Eligibility

All employees, irrespective of their level/tenure with the company.

Nominating Authority

CEO/COO

Evaluating Parameter

CXO office to decide on this name. The Criteria may have chance of being subjective however we are looking for someone who displays company's Values and vision on a consistent basis. This individual should justify for an Ideal Role Model of ECite. This person regularly takes initiatives, displays respect for all the people, displays potential and performance, displays entrepreneurship and actively participates towards team development.

EMPLOYEE LIFECYCLE MATRIX

LONG SERVICE AWARDS

5, 10 & 15 years



BUSINESS AWARDS

The Super Squad Team Award



Managing Business/
The performing team

Managing Business

ROLE BASED AWARDS

- Star Performer
(for confirmed employees)
- Rising Star award
(for people in probation)



Managing People &
teams/Accountable

Managing People

Employee of the Month Award

INSTANT RECOGNITION



An Individual Contributor

Managing Self

SPECIAL AWARD

Pride of EC/Honor
of EC

When an employee joins an organization he starts as an Individual contributor and then moves to managing a team and then leading the business. These awards will cater to employees across all levels.

Nomination Process:

The Reporting Managers will be the nominating authority (depending on the hierarchy and the category of the award) and will be responsible for nominating his/her team member.



The HR Team will send in mails on a monthly/quarterly basis to all functions requesting for nominations to be sent across. It is the RMs responsibility to send in the nominations.



No nominations will be accepted if not sent before or on the cut-off date for the respective awards. The cut-off date along with other relevant details will be mentioned in the mailer.



HR will inform at least 2 weeks in advance for RMs to nominate their team members. Once the nominations come in, it will be reviewed by the HR and the EC Spotlight review panel. The panel will take decisions based on the data submitted by the Nominating authority and the results will be announced by the HR Team through a formal communication process across the organization. The felicitation will happen at the next coming Town hall.



Employee of the month awards will be felicitated at the Townhall and will also be featured in the Monthly internal newsletter. The cut-off date for monthly award is 20th of every month.

Review Panel & Process:

This process will be facilitated by the HR Team and the Panel members will play a very important role in it. The Panel members consist of 2 - Business Heads and 1 - Support Function Head along with the CEO.

Nominations for awards will be made primarily by the line managers, who should conduct an initial review of all the team members they manage against the criteria of the awards. If they consider that a member of their team has met all the criteria, they should outline the case and should collate any supporting evidence in a nomination form. The review panel will require strong conviction and numbers to decide. The nomination form must contain examples relating to each of the criteria's mentioned of each of the respective SPOTLIGHT Awards.

HR/Marketing announces with awards (monthly/quarterly/yearly) through internal mailer



Nominations to be sent to HR within the given deadlines.



Review Process



Company-wide announcement



Felicitation

Purpose of a Review Panel:

- To have a collaborative approach towards the selection process of the winner
- To ensure all nominees have been given a deserving opportunity to be a worthy contender while simultaneously ensuring “equal opportunity” forum
- Having a panel review ensures a 360 Degree perspective
- It harnesses collaborative decision-making process; there by eliminating conflicts amongst functions
- HR Team will be a mediator Panel members will make decisions on the basis of the evidence presented in the nomination forms and use their valued judgment and discretion on how to assess fairly. The Human resources will assist the panel throughout the process and also in complex cases, HR records etc.

Note:

All the nominations should be reviewed by FUNCTION heads of the respective nominations before sending it to the HR Team.