



Reward and Recognition Policy



Version Control:

Version No	Date	Created/Modified By	Description
1.0	29-Aug-2019	Corporate HR	R & R Policy Released to the group
2.0	01-Oct-2020	Corporate HR	Merged intellectual and Best suggestion reward
3.0	10-Jun-2021	Corporate HR	Addition of Service Award
4.0	01-Mar-2024	Corporate HR	CI award added and made the some changes in the rewards.

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1. POLICY AIM

Rewards and Recognition Policy is designed to encourage employees whose performance or efforts or ideas are outstanding either through individual/Team/Department/Unit to contribute the overall objectives of the organization.

This policy is being instituted as an initiative intended to foster high performance culture covering individuals, teams, department and units. The reward and recognition policy cover both monetary and non-monetary recognition based on the significance of the contribution.

2. OBJECTIVE

- To recognize significant and outstanding value-added contributions of the employees while performing the duties in spite of various constraints.
- To encourage employees to excel, take initiative, be creative and realize their latent potential individually and as part of a team in contributing to the organization.
- To recognize and promote positive behaviors that support individual, work group, unit, team, department, organizational mission and business goals and objectives
- To create “role models” for others to emulate and surpass.
- To set standards of high performance and to encourage a team oriented work culture.
- To provide timely recognition to employees to improve employee productivity and quality of work;

3. APPLICABILITY:

This policy applies to all grades of RSB Group employees i.e. Permanent employees Associates, Staff, Trainees/ Department/ Units.

4. PRINCIPLES

- Reward Appropriately: Rewards, the method of recognition needs to be appropriate for the achievement
- Reward on time: The process of identifying, assessing and awarding should be communicated in advance to all. All relevant employees must know the criteria beforehand.
- Reward Fairly: The spontaneity of recognition (Principle: Reward in time) is very essential and it should be as soon as the achievement or desired result is achieved.
- Reward Effort: It is important to understand that behind every award there is recognition. But for recognizing someone, a reward is not always necessary.



5. GUIDELINES:

- Rewards should be given for significant outstanding performance that advances organizational goals, and should be tied to a specific accomplishment.
- Rewards are most effective when they are meaningful to the individual or Team.
- Care should be taken in communication and distribution of rewards so that they are not viewed as entitlements.
- Rewards may be designed to reflect the unique nature of the unit's work culture and organizational structure.
- Rewards should not be substituted for a competitive salary plan. For example, rewards should not be used as a long-term alternative to permanent salary adjustments when these adjustments are appropriate for consistently high performance, significant changes in responsibility, increased value of a position, or internal pay equity.
- Rewards should not be used as a substitute for supplies, support services, or training.
- It is recommended that recognition is done in the presence of employee's peers, colleagues and family.
- Wherever, the achievement is department specific, it is the responsibility of the Head of the Department to plan and implement the R&R plan in conjunction with Divisional HR. (Guidance may be sought from Corporate-HR if required).
- For all department level individual awards, the Head of the Department shall ensure documentation of the scheme and implementation and measuring effectiveness of the same and shall share the same with Corporate-HR.
- Wherever usage of Company brand is involved such as certification or merchandise, prior clearance from Corporate Communications is required. (As per Annexure No. I)
- For any exceptional occurrence or any action in public domain, not covered specifically by the above guidelines, should be taken in consultation with Corporate HR.

6. ELIGIBILITY CRITERIA FOR REWARD & RECOGNITION

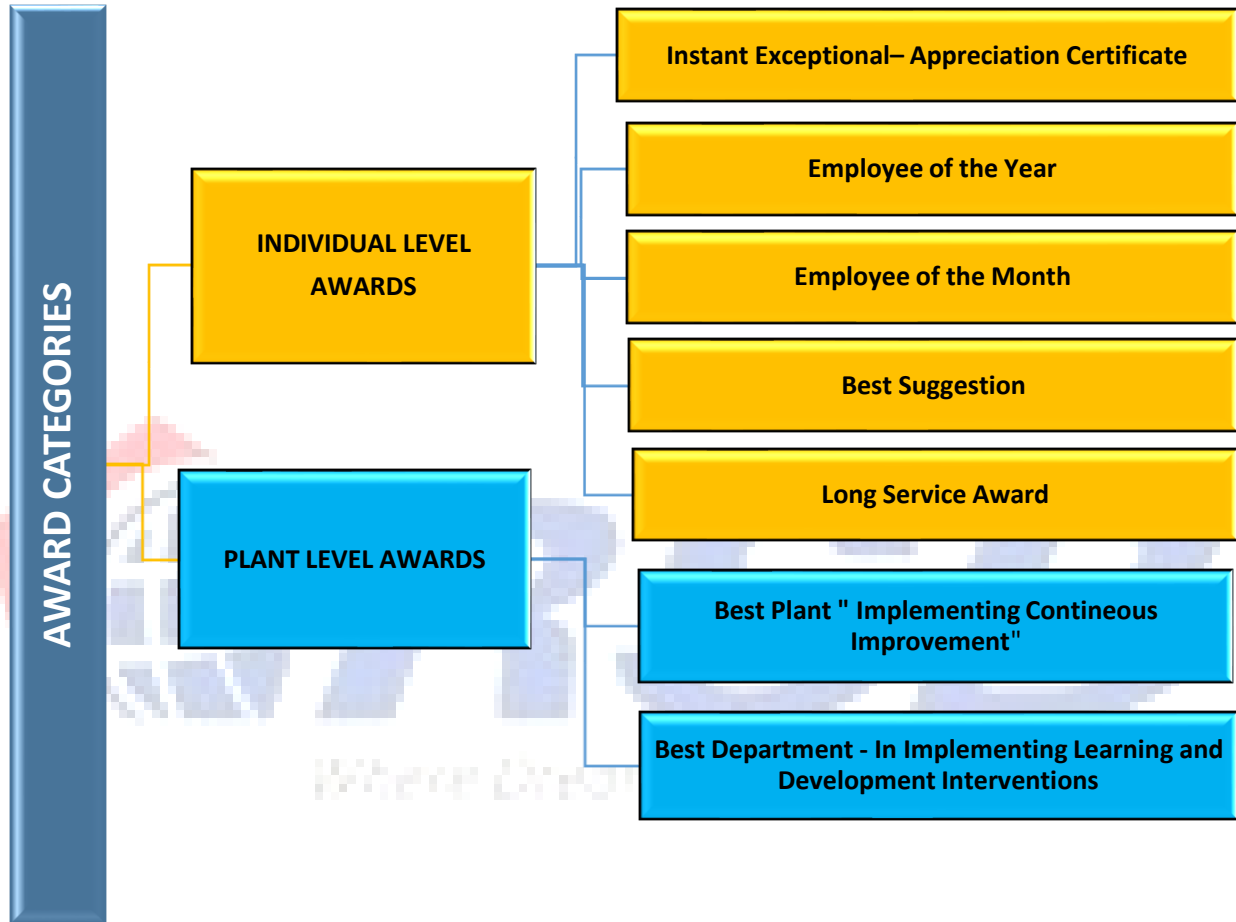
At RSB, the Reward & Recognition Policy aims at recognizing the contribution/achievements in the following areas:

- Team building/Team contributions
- Exemplary Inter-departmental collaboration
- Outstanding performance in achieving departmental / Unit objectives
- Encouraging, contributing and participating in quality, innovation and knowledge management initiatives
- Developing/demonstrating cost consciousness
- Significant contribution in Safety, Health and Environment areas
- Exemplary customer focus and responsiveness to customer
- Contribution to building competencies of other employees
- Practices aimed at achieving Sustainability in all aspects
- Employee who have done exemplary contribution towards society, Self discipline and motivated peers/Colleagues.
- Best delivery in setting training systems – Skill Matrix / Competency Matrix
- Best HOD/ Supervisor for developing team and motivating team towards training and self-development
- Department Level - achieved targeted training Hrs
- Delivered best training sessions.
- Exemplary contribution in employee engagement, business excellence and community engagement initiatives.

7. CATEGORIES FOR REWARD & RECOGNITION


The awards and categories have been divided into following categories:

1. Individual Level Awards
2. Departmental Level
3. Organizational/ Inter Unit Level Awards




8.1 INDIVIDUAL LEVEL AWARDS


8.1.1 Instant Exceptional– Appreciation Certificate

Purpose 	To appreciate the specific performance of an individual employee who has exceeded the set expectations of their work and contributed to the organizational growth. This reward applies to Permanent Associate, Staff, Junior Management Cadre and Middle Management Cadre and Senior Management Cadre.
Award	A appreciation Certificate will be given.
Award to be handed over by	Chairman/MD/Plant Head/ED - Group HR/ HOD
Eligibility Criteria	Outstanding performance of an individual i.e. who has exceeded individual set target in the respective function which directly contributes in organizational excellence in the any of the following areas, but not limited to - <ul style="list-style-type: none"> • Speed of delivery – without compromising on quality. • Reduction in wastage. • Achieved No rejection • Improvement in productivity and profitability • Knowledge management suggestion • Implemented best practices in their function/ Unit to increase the efficiency and effectiveness of the department/ Unit/ Organization. • Knowledge transfer to develop and create second line or first line leaders in their respective functions. • Volunteering participating and direct contribution towards social causes
Frequency	On the spot
Distribution Ceremony	Any suitable public forum in presence of HOD & Team and Unit HR.
Nominated By	Plant Head/ HOD/ Supervisor
Nominations to be Submitted To	Plant HR Head
Approval Authority	Committee - Plant Head, HR Head, HOD


8.1.2 Employee of the Month

Purpose 	To appreciate and encourage the Associates/Staffs for their outstanding performance in achieving the monthly set targets. This applies to Associates and Staff grades.
Award	Certificate and attractive Gift will be given.
Award to be handed over by	Plant Head
Eligibility Criteria	Outstanding performance on all the following parameters: <ul style="list-style-type: none"> • Achieved productivity as per set quality standards and target. • Less Absenteeism/ No absenteeism. • Sustained zero rejection level or worked below the set departmental PPM level. • Quality kaizen • Followed all safety standards as per compliances. • Achieved expertise in multiple machine operations.
Frequency	Monthly
Distribution Ceremony	At respective plant public forum i.e. Mass Meeting/ Any suitable ceremony
Nominated By	Plant Head/ HOD/ Supervisor
Nomination Submission To	Plant HR Head
Approval Authority	Plant Head/ HOD, Plant HR & Plant Kaizen leader

8.1.3 Employee of the Year


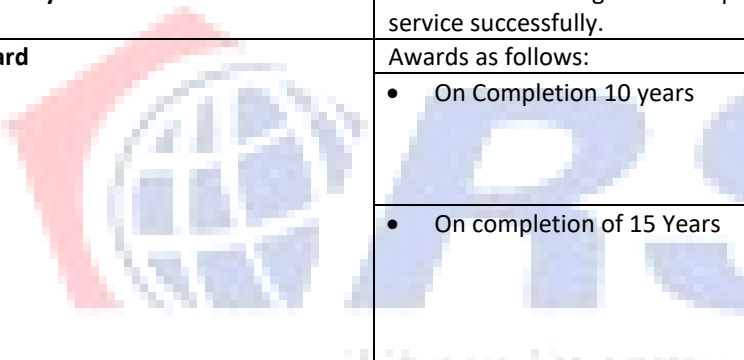
<p>Purpose</p> 	<p>To appreciate and encourage the Associates/staffs for delivering consistent performance during a financial year by achieving the set targets. This reward applies to Associates and Staff grades.</p>
<p>Award</p>	<p>A certificate and family Trip (Family includes- Employee+ Spouse+ 2 children + mother and father, which is not more than six members of the one family) for winner of “Employee of the year” PLEASE NOTE: Trip of four nights and five days only and the destination of the trip will be decided by plant HR head and selection committee) Employee of the year -First Runner up” will be awarded with attractive gift.</p>
<p>Award To be handed over by</p>	<p>Senior Management and delegates/Esteemed customer representatives.</p>
<p>Eligibility Criteria</p>	<p>An Associate/Staff who has won the maximum number of “Employee of the Month” award during the financial year for delivering performance on the following parameters.</p> <ul style="list-style-type: none"> • Achieved productivity as per set quality standards and target. • Less Absenteeism/ No absenteeism. • Sustained zero rejection level or worked below the set departmental PPM level. • Delivered maximum Quality kaizen. • Followed all safety standards as per compliances. • Achieved expertise in multiple machine operations. <p>The “Employee of the Year - First Runner Up” Award will be given to an associate/staff who has won the second highest number of “ Employee of the Month” during the financial year.</p>
<p>Frequency</p>	<p>Yearly</p>
<p>Distribution Ceremony</p>	<p>RSB Annual Ceremony/ Employee of the Year ceremony in presence of customers as Chief guest/ Senior management team.</p>
<p>Nominated By</p>	<p>Plant Head, HOD and Kaizen leader</p>
<p>Nomination Submission To</p>	<p>Plant HR Head</p>
<p>Approval Authority</p>	<p>Committee - Plant Head, HR Head and HOD / Vertical Head/ED-Operations</p>

8.1.4 Best Suggestion

<p>Purpose</p> 	<p>The employee suggestion scheme aims to encourage employee to bringing out their creative potential and ideas into actions that could lead towards efficiency improvement, Safety improvement, reduction in wastage, improvement in productivity and profitability. This scheme applies to Junior Management Cadre and Middle Management Cadre and Senior Management Cadre.</p>
<p>Award</p>	<p>Certificate and attractive Gift will be given.</p>
<p>Award To be handed over by</p>	<p>Chairman/Vice Chairman & MD/ED Operations/ED – Group Head HR/ Plant Head</p>
<p>Eligibility Criteria</p>	<p>The reward will be given to the employees whose suggestions and recommendations make significant difference in the any of the following area which is not limited to:</p> <ul style="list-style-type: none"> • Any work/task reflected “Out of Box Thinking” / New break through initiatives suggestion and implementation • Efficiency Improvement suggestions

	<ul style="list-style-type: none"> • Revenue generating NEW ideas • Ideas in significant cost reduction • Knowledge management ideas • Safety Improvement suggestion
Frequency	On the Spot
Distribution Ceremony	RSB Annual Ceremony / Employee of the month ceremony in presence of Senior management team.
Nominated By	Plant Head/ HOD/ Supervisor
Nomination Submission To	Plant HR Head
Approval Authority	Committee - Plant Head, HR Head and HOD/Vertical Head/ED-Operations

8.1.5 Long Service Award

Purpose 	<p>The purpose is to recognize and demonstrate the appreciation of loyalty and commitment of serving employees and to define the categories of service awards. This award is applicable to all RSB Group employees who have completed 10, 15 and 25 years of continuous paid service. This award is effective from 01-Jun-2021.</p>	
Eligibility Criteria	<p>This award will be given to employees who has completed 10, 15 or 25 years of service successfully.</p>	
Award 	<p>Awards as follows:</p>	
	<ul style="list-style-type: none"> • On Completion 10 years 	<p>Letter of Appreciation on completion of 10 years of Service can be signed by Plant Head (Annexure-II) to be given by Plant Head in the presence of Plant HODs.</p>
	<ul style="list-style-type: none"> • On completion of 15 Years 	<p>Letter of Appreciation on completion of 15 years of service letter can be signed by Plant Head and a Trophy (as Trophy Description in Annexure- I) to be given by Plant Head in the presence of Plant HODs.</p>
	<ul style="list-style-type: none"> • On Completion of 25 Years 	<p>Letter of Appreciation Long Service of completion of 25 Years will be sent or handed over by ED- Group HR/Corporate HR Head in presence of respective Plant Head and HODs.</p>
Frequency	On the Spot	
Distribution Ceremony	RSB Annual Ceremony / Employee of the month ceremony/ Any Other ceremony	
Nominated By	Location HR Head	
Nomination Submission To	Plant Head	
Approval Authority	Plant Head as per above mentioned process.	

8.2 ORGANISATION LEVEL /INTER UNITS LEVEL AWARDS

This category covers awards which are applicable at unit level for implementing best practice in their respective unit.

8.2.1 "Best plant Promoting "Continuous Improvement" Culture

Purpose	To establish a Quality Culture through creating a healthy competitive environment where team will be motivated by virtue of getting appreciation after winning the contest.
Award	Certificate and Trophy
Award To be handed over by	Any suitable ceremony
Eligibility Criteria	The Plant/unit which has highest number of valid Kaizens the following types: <ul style="list-style-type: none"> • KISS • MISS • KK with why why analysis • QC Story with 7 QC Tool • QC Story with DOE • Award winning Improvement (Customer, External Agencies CII, ACMA etc) • TEI
Frequency	Monthly
Distribution Ceremony	Monthly Award Ceremony
Nominated By	Quality Excellence Team
Nomination Submission To	Not Required as – data will be collected by Quality Excellence Team from Plant Data.
Approval Authority	ED – Operations & ED-Group HR

8.2.2 Best Plant – In Implementing Learning and Development intervention

Purpose	 <p>To appreciate and encourage the Team or Departments for implementing Learning and development interventions in their respective functions and ensures to contribute in developing the skill level of respective Team members through Skill Matrix Implementation, Competency Matrix Implementation and Leadership skill development etc.</p>
Award	Certificate and Trophy
To be handed over by	Chairman/Vice Chairman & MD/ED Operation/ED – Group Head HR
Eligibility Criteria	Implementation of learning and development interventions with aligned organization strategies and department objective. <ul style="list-style-type: none"> • Monthly - Achieved highest Training target as per set training target (Planned Vs Actual) • Yearly – Highest Improvement in Skill Index at year End. (Training Effectiveness)
Frequency	Monthly
Distribution Ceremony	Monthly Award Ceremony
Nominated By	Quality Excellence Team
Nomination Submission To	Not Required as – data will be collected by Quality Excellence Team from Plant Data.
Approval Authority	ED – Operations & ED-Group HR

POLICY GOVERNANCE: This Policy is solely governed by the Corporate HR department and this policy can be amended or discontinued by the management any time without prior notice.

EXCEPTIONS: Any exceptions/deviations in this policy should be approved by **ED- Group HR**.



9. PROCESSES OF DEPARTMENT & INDIVIDUAL LEVEL AWARDS

Department Head seek nominations as per defined categories, award name and frequency



After selecting nominations, HOD has to fill the nomination form and submit to HR



HR will do evaluation considering HOD viewpoint, Plant Head viewpoint and Award category provisions in the policy.

If , employee is qualifying for the award, the next step will be continued ELSE, HR Head will communicate amicably to HOD and employee about non consideration.



HR Head has to take approval as per above award category and award name within 7 days of nomination form submission.

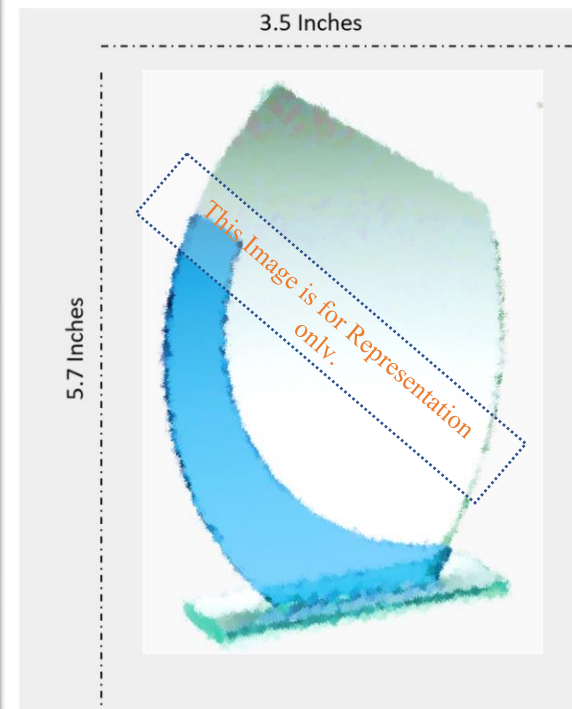


If HR Head recieves the approval, HR Head will Initiate to organise Reward Ceremoney as per defined category, Award name and award requirements. And If Approval not received or rejected by the comittee, HR Head will communicate amicably to HOD and employee about non consideration.



HR Head will record the complete reward event and prepare the report and submit to corporate HR for records and maintain one copy for plant HR records.

Annexure I:




3.5 Inches

5.7 Inches

This Image is for Representation only.

- **Material** : Glass (Including the Base of the trophy)
- **Blue Color** : R=0, G=29 B=107
- **Dimensions**: 5.75*3.5(Inches)
- **Matter on Foil paper**


SAMPLE OF THE MATTER



ANNIVERSARY
2000-2015

Name of the Person

We Thank You For Your Hard Work,
Commitment and Your Contribution
to Our Success.



Where Dreams are Responsibilities

Annexure-II

Appreciation of Long Service

Date: _____

Employee Name:

Employee ID :

Unit:

Dear Name,

Congratulations!! As you celebrate ____ years, a significant anniversary milestone of your employment with RSB Group.

We believe that our employees are our greatest asset, who uphold our corporate principles, demonstrate our vision of working for a better future for people to deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

We, Thank You for your hard work and dedication. We look forward to your ongoing contributions and a bright and successful future together.

Sincerely,

Plant Head