NARAYAN SEVA SANSTHAN
Our Religion is Humanity

Policy on Employee Reward & Recognition

Purpose:

Rewards and Recognition Policy is designed to encourage employees whose performance is outstanding either individually or through team that contribute to the overall objectives of the organization. It is being instituted as an initiative intended to foster high performance culture covering individuals and work teams. The policy covers both monetary and non-monetary recognition based on the significance of the contribution.

Objectives

The objectives are:

- To recognize significant and outstanding value-added contributions of the employees while performing the duties in spite of various constraints.

- To recognize and promote positive behaviors that support individual, team, department, organizational mission, 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.

Eligibility

Each recipient must satisfy at a minimum the following eligibility:

- He should be a regular staff member

- Should have been in service for at least six months.

- No formal disciplinary action on file within 6 months of date of award;

- Written documentation of outstanding performance meriting an award from his/her Head of Department.

- Outstanding performance, discipline, attendance, regularity, dedication & commitment to job, achievement of target- actual v/s real (if applicable)

Nomination and Selection Process:

Nominations shall be open process as a possible opportunity for recognition of individual outstanding performance; however, nomination shall be primarily the responsibility of the Head of the Department & Human Resource department, to ensure adherence to the criteria.

Nominations for the following categories will be taken:

1. Employee of the Month- Monthly- from the Head of Department
2. Head of Department (HOD) Quarterly- from the Group Head
3. Group HOD Quarterly- From the management

Selection processes within each category will be based

1. Sadhak Score in the employee software
2. Feedback from the concerned HOD, GHOD and management.
3. List of nominations received by Human Resource Department for all the categories will be scrutinized on the basis of the Sadhak score in the software, employee performance & dedication to job and the fulfillment of criteria's listed above. and the decision by the President shall be final.

4. **Award Amount**
   Monetary or non-monetary award shall be decided by the management.

Process Flow

Names to be submitted for BEST EMPLOYEE by the HOD to the HR Department

HOD Nominations to be submitted by GHOD (in a QUARTER)

HR to review SADHAK SCORE in Software

SADHAK Score & HOD Comments to be compiled by HR

Final Sheet to be provided to the management for Decision Making