

## Rewards and Recognition Framework

1. **Objective:** To recognize the work performance and outstanding behaviors that supports a business organization in accomplishing the vision, mission, values, goals and objectives.
  - a. Culture Objective: We will have positive, performance-based culture and community
  - b. Value Driven Organization: Promote and drive organization values to become the way of work
  - c. People Objective: Provide timely recognition to individuals and teams by being fair, equitable, transparent and consistent
  
2. **Scope:** Applicable for TeamLease group for full time employment/apprenticeship opportunity
  
3. **Types of Awards & Recognition:**
  - a. **TeamLease FAB Awards:** Organization driven reward and recognition platform run every quarter with following categories
    - i. Champion of Champions within every BU
    - ii. Champion Team within every BU
    - iii. Chief Innovator within every BU
    - iv. Chief Collaborator within every BU
    - v. TeamLease Pride within every BU
    - vi. Best Captain within every BU
  - b. **Contests:** BU Specific contests for the quarter to drive business and people performance
    - i. Contest of the Month/Quarter
  - c. **Long Services Awards:** Organization driven reward and recognition for long tenure
    - i. 5 Year completion Award
    - ii. 10 Year completion Award
    - iii. 15 Year completion Award
  - d. **Recognitions:**
    - i. Walk the Walk: For employees living and displaying TeamLease Values
    - ii. Cheers from Peers: For employees dedicating their time to train their peers
    - iii. Pat on the Back: Spot recognition of employees for the extra-mile work



#### 4. Frequency & Timelines:

Award	Frequency	Quarter/Month	Eligible Units
FAB Awards for Sales, Marketing and Operations	Bi-Annually	Q1, Q3	All Sales and Ops Units of Group Companies
FAB Awards for Hiring, Technology, Product, Functions	Bi-Annually	Q2, Q4	All non-sales and non-ops units of group companies
Contests	Monthly, Quarterly	Specific to BUs	As per the business units plan
Long Service Awards	Monthly	Event Specific	All Business Units of group companies
Recognitions	Monthly	Event Specific	All Business Units of group companies

#### 5. Guidelines and Calibration Process:

- a. **TeamLease FAB Awards:** Organization driven reward and recognition platform run every quarter with following categories
  - i. HR will reach out to every BU Head the subsequent month of the quarter completion for nominations as per the criteria defined
  - ii. BU Head to nominate as per the criteria shared as per the specified timelines with achievement details
  - iii. HR to calibrate nominations with all the sales heads and operations heads of group companies
  - iv. Final nominations to be approved by MD/CFO
  - v. Award Ceremony to be planned and close by end of agreed timelines
- b. **Contests:** BU Specific contests for the quarter to drive business and people performance
  - i. HRBP will work with BU Head and build contests specific around business unit concern areas leading to revenue increase of cost reduction.
  - ii. BU Heads to sign off contest at the begin of quarter
  - iii. Functional Heads to communicate the contests with their respective teams
  - iv. MIS to track and report contest winners
  - v. The contest winners to be announced within 15 days of close of contest.



**c. Long Services Awards:** Organization driven reward and recognition for long tenure

- i. HR to confirm list of employees eligible for long service awards with Functional and Business Heads
- ii. Admin to arrange for celebration as agreed with HR
- iii. Functional Heads and Business Heads to share their messages from their end with HR for communication
- iv. HRBP to facilitate celebrations and gathering.

**d. Recognitions:**

- i. Managers to recommend their employees for recognition with functional heads approval and share it with HRBPs
- ii. HR to send appreciation mail the same day
- iii. Suggested reward to be credited in benefit portal within 2 days
- iv. Recognition certificates to be shared on floor along with manager on the same day

**6. Rewards Redemption Process:**

- a. Rewards upto Rs 5000 can be processed through benefits portal
- b. Employee can redeem the reward money as per their choice with many options available at discounted rate.

**7. Template and Reports:**

- a. HRBP will publish rewards and recognitions data with BU heads by end of every month.
- b. Finance to confirm the spend against the budget every month against the HRBP report.

**8. Policies governing the framework:**

- a. Compensation and Benefits Policy

