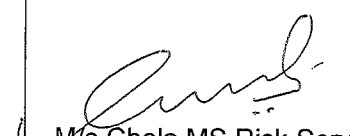

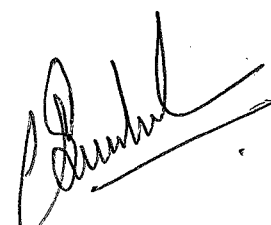
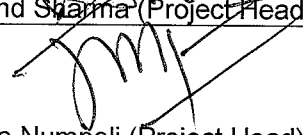

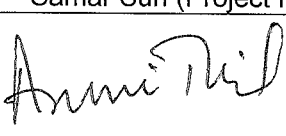
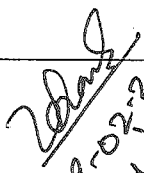


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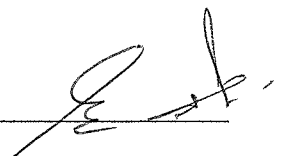
Prepared by	Reviewed and verified by	Authorized by
 M/s Chola MS Risk Services (Bharadwaj) 09/02/2023	 Arbind Sharma (Project Head)	 Santhosh Mundhada (Executive Director)
	 Jose Numpeli (Project Head)	
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09-02-23
Nikhil

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Document Change Note

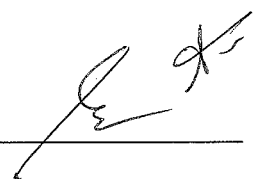
Rev. No	Rev. Date	Comments / Changes
00	29-11-2022	New Issue



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1. PURPOSE

HSE reward and recognition procedure is designed to encourage employees/associates employees, particularly field staff whose performance is outstanding either individually or through team that contribute to the overall objectives of the organization. It is an initiative intended to foster high performance culture covering individuals and work teams.

Objective:

- 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 behaviour that promote overall HSE culture by individual, work group, department
- To create "role models" for others to emulate and surpass.
- To set standards of high performance and to encourage a team-oriented work culture.

2. Scope:

The Procedure is applicable to all AMNS Employees and Contractors at project sites

3. Eligibility:

The recipient must satisfy at a minimum the following eligibility

- Should have been at work on AMNS Projects/ Contractors for at least three months.
- No formal disciplinary action on file prior three months of date of award;
- Written documentation of meriting an award from his/her reporting superior.

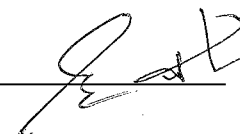
4. Roles and Responsibility:

Senior management:

- Ensures implementation of this procedure.
- Ensures efficiency in rewarding outstanding work
- Ensuring Transparency

Managers/Supervisors

- Transparency in all process related to rewards and recognition.
- Recognition of outstanding work
- Creation of positive recognition program.



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5. Criteria for selection of nominee

The nominee(s) should have achieved distinction in one or more of the following ways:

- Implementing a new system or procedure that saves time and/or money
- Exhibiting tireless commitment towards work and compliance to HSE requirements
- Responding effectively to an unforeseen or pressing need or emergency;
- Performing extraordinary volunteerism.
- Boosting morale or creating a positive, inclusive work environment.
- Accomplishing a one-time, noteworthy achievement.
- Adherence of safety norms and contributing towards strengthening HSE system.

6. Selection Committee:

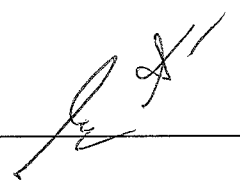
The award committee would consist of respective Section Heads, HODs of all departments

7. Nominations procedure:

All employees of AMNS and Contractors are encouraged to nominate a staff/ colleague/ employee by submitting a nomination with relevant information (accomplishment). Supervisors and managers may nominate a staff member for a reward. (Employees may not nominate their supervisor).

8. Award Cycle

Every month.



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9. Awards (By AMNS and/or by Contractor)

Category	Criteria	Frequency	Value	Eligibility	Jury
Highest number of UA/UC reported	All AMNS Staff (Project wise) monitored by recording UA/ UC reported in a month and highest reported will be rewarded	Monthly	Gift item worth 800 INR	All AMNS/ Contractor staff	Project Head/ HSE Manager
Best Housekeeping site	All contractors monitored by HSE walk down by AMNS & Project Head of Contractor and select best housekeeping site (Project wise)	Monthly	Rolling Trophy	All contractors	Project Head/ HSE Manager
Best worker with HSE compliance	Instant gift during senior management site visits	Weekly (20 workers per week)	Gift item worth 200 INR	All contractor workmen	Senior Mgmt Project Head/ HSE Manager
Best Driver	Best driver always adhere to road safety standards (Maintaining speed limit/ not using mobile phone/ following road rules/ Always wearing seat belt while travelling) No record of road traffic incident in past 3 months	Monthly	Gift item worth 600 INR	All AMNS/ contractor drivers (Light vehicle and busses)	Project Head/ HSE Manager
Best Supervisor	A good job done in a month which has improved efficiency, client appreciation along with compliance to HSE requirements. 95% Closed UA/UC observations with in target date	Monthly	Gift item worth 800 INR	All AMNS/ contractor drivers (Light vehicle and busses)	Project Head/ HSE Manager
Best Construction Manager	95% Closed all observations with in target date from Action Tracking Register	Monthly	Gift item worth 1000 INR	All AMNS/ contractor drivers (Light vehicle and busses)	Project Head/ HSE Manager