



1 April 2023

Employee Growth & Development Policy

1. Introduction

At Pure and Tasty Foods Pvt Ltd, we consider our employees as valuable assets and essential contributors to our success. Our "Employee Engagement, Motivation, and Retention Policy" is designed to attract, motivate, and retain top talent while offering an array of tangible benefits and opportunities for personal and professional growth. Henceforth, It will be called as **EGDP**.

2. Employee Evaluation Criteria

The company conducts annual performance evaluations to assess the contributions of our employees. These evaluations are based on Key Result Areas (**KRAs**) and Key Performance Indicators (**KPIs**) assigned to each employee, which are aligned with their roles and responsibilities.

The results of these evaluations are categorized into four performance matrices:

- i. **BE- Below-Expectation (Below 60% Achievement of KRA):** Performance falls below the expected standards and requires significant improvement in identified areas.
- ii. **AE- Above-Expectation (61-70% Achievement of KRA):** Performance exceeds basic expectations and indicates a commendable effort.
- iii. **EE- Exceed-Expectation (71-80% Achievement of KRA):** Performance surpasses expectations and demonstrates exceptional dedication and competence.

- iv. **AEE- Above-Exceed Expectation (Above 81% Achievement of KRA):** Performance significantly exceeds expectations and reflects outstanding dedication, excellence, and exceptional contributions to the organization.

These matrices provide a structured and objective framework for evaluating employee performance and recognizing their achievements. Performance feedback and development plans are tailored to each employee's evaluation results to support continuous improvement and career growth.

3. Employee Retention and Competitive Compensation

- i. **Competitive Compensation Packages:** We are committed to providing competitive salaries and benefits to attract and retain the best talent in the industry. We conduct regular market analyses to ensure our compensation packages remain competitive.
- ii. **Promotion Policy:** Our promotion policy is transparent and designed to reward exceptional performance. We provide clear criteria for career advancement within the organization, ensuring that employees have a path for growth. This is based on evaluation of employees based on their KRAs and KPIs.

Employment Period :- Min 2 yrs	Recommended By- Reporting Manager
Performance:- Min 1 EE & 1 AEE	Approved By - NSM

4. Privileges that Enhance Work-Life Integration : We celebrate special moments with our employees, offering:

- i. **Birthday Privileges:** A day off on their birthday or the nearest working day.
- ii. **Marriage Anniversary Privileges:** A half-day off on their marriage anniversary or the nearest working day.

Employment Period :- Immediate	Recommended By- Reporting Manager
Performance:- Min 1 EE & 1 AEE	Approved By - NSM

5. Employee Stock Ownership Plan (ESOP)

- i. **Ownership Stake:** We offer an Employee Stock Ownership Plan (ESOP) to eligible employees at a discounted rate. This provides employees with a tangible stake in the company's success.

- ii. **Vesting Schedule:** ESOP grants follow a vesting schedule to encourage long-term commitment and performance.

Employment Period :- Min 3 yrs	Recommended By- Reporting Manager
Performance:- Min 2 AEE	Approved By - NSM

6. Recognition and Rewards

- i. **Performance-Based Bonuses:** We provide performance-based bonuses and incentives to recognize outstanding contributions to the company's success.
- ii. **Employee of the Month/Year:** Exceptional employees are recognized with awards, certificates, and additional privileges.
- iii. **Incentive Plan:** Our incentive plan rewards employees who consistently meet or exceed their targets and make significant contributions to the company's growth with tangible financial rewards.

Employment Period :- Min 3 yrs	Recommended By- Reporting Manager
Performance:- Min 2 AEE	Approved By - NSM

7. Workplace Culture and Respect

- i. **Foster Respect and Inclusivity:** We foster a culture of respect, discipline, inclusivity, and diversity. Discrimination, harassment, or any form of disrespectful behavior will not be tolerated.
- ii. **Leadership Development:** We offer leadership development programs, including mentorship opportunities, to support employees' growth within the company.

Employment Period :- Immediate	Recommended By- Reporting Manager
Performance:- NA	Approved By - NSM

8. Skill Training and Sponsorship

- i. **Skill Training:** After one year of service, employees are eligible to join diploma courses with a value of up to Rs 50,000 sponsored entirely by the company. Employees are required to sign an agreement committing to stay with the company for a minimum of three years after completing the course.

Employment Period :- Immediate	Recommended By- Reporting Manager
Performance:- Minimum 1 AEE	Approved By - NSM

9. Advance Facility

Till one years of service, there is NIL advance facility in the company. However after completion of one year and after confirmation, employees are eligible for following advances as follows :-

- i. one-month salary advance after one year of service
- ii. two months salary advance after 2 yrs of service.
- iii. Three months salary advance after 3 years of service,
- iv. Four months salary advance after 4 years of service.
- v. Six months salary advance after 5 years of service.

This benefit increases incrementally with years of service.

Employment Period :- after 1 year	Recommended By- Reporting Manager
Performance:- Minimum 1 AEE	Approved By ® - NSM

10. Personal Benefits

- i. **School Fee Assistance:** Employees who stay with the company for two years will receive Rs 1,000 per month towards their child's school fees. This will be paid up to 2 child only.
- ii. **Bike Purchase Assistance:** After three years of service, employees can receive Rs 50,000 advance towards the purchase of a bike.
- iii. **Car Purchase Assistance:** After five years of service, the company will provide Rs 2 lakh advance towards the purchase of a car.
- iv. **Daughter's Marriage Assistance:** After ten years of service, employees can receive Rs 2 lakh in advance to support their daughter's marriage.

Employment Period :- 2 years	Recommended By- Reporting Manager
Performance:- Minimum 1 AEE	Approved By - NSM

11. Systematic Investment Plan (SIP)

SIP Program: Employees are encouraged to participate in a SIP program, which will commence after two years of continuous service. In this program, employees will deposit Rs 1,000 every month, and the company will contribute an additional Rs 1,000 every month. Over 15 years of continuous service, the SIP will mature, and the employee will receive a handsome amount, exceeding Rs 5 lakh after 10 years.

Employment Period :- 2 years	Recommended By- Reporting Manager
Performance:- Minimum 1 EE.	Approved By - NSM

12. Accelerated Career Growth for Star Performers

Career Advancement: Employees identified as star performers based on their outstanding performance will be eligible for accelerated career growth. They will be promoted every two years, and they will reach a managerial position within seven years of their service. Further, they can aspire to reach the Regional Sales Manager (RSM) or General Manager (GM) level within ten years of their service.

Employment Period :- 2 years	Recommended By- Reporting Manager
Performance:- 2 AEE	Approved By - NSM

Our "Employee Engagement, Motivation, and Retention Policy" is a testament to our commitment to creating a positive, inclusive, and rewarding work environment. It demonstrates our belief that engaged, motivated employees are pivotal to our continued success.

Arun Mishra

G.M - HR
Pure and Tasty Foods Pvt Ltd

This policy is subject to periodic review and updates. Employees are encouraged to refer to the latest version of this policy in the company website www.sadguna.in