

## Rewards and Recognition Policy

Recognizing and rewarding employee contributions is fundamental to fostering a motivated and engaged workforce at Acuiti Labs. Our rewards and recognition programs are designed to celebrate achievements and encourage high performance.

### Purpose of Policy

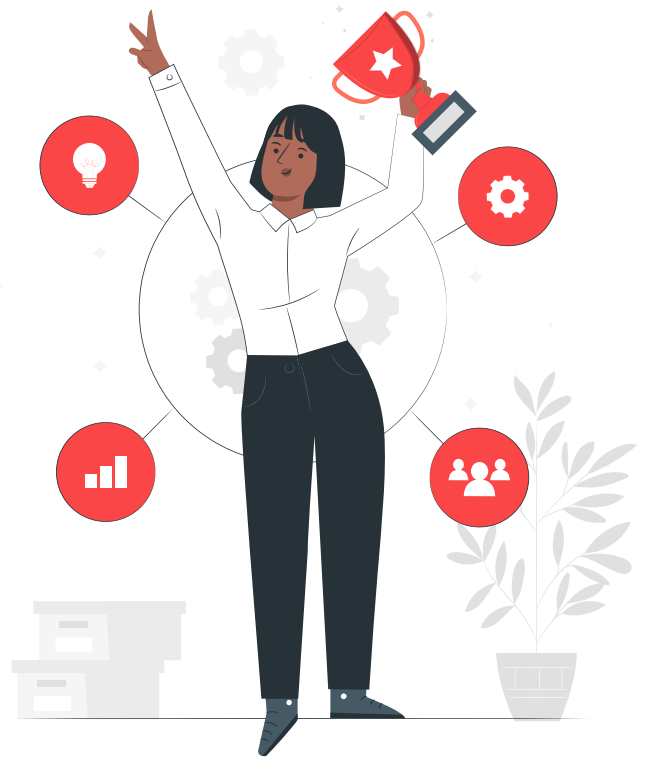
The purpose of the Acuiti Labs Global Rewards and Recognition Policy is to create a high-performance and inclusive workplace culture by acknowledging and celebrating the dedication, contributions, and achievements of our employees. By inculcating a sense of value and belonging, we aim to inspire continuous engagement and exceptional performance across all levels of the organization.

The policy aims to:

- Drive behavior and performance in alignment with core values and organisational goals.
- Cultivate a culture of appreciation where each employee can thrive.
- Offer a diverse and standardized recognition framework with clearly defined objectives to ensure consistency across the organization.

### Scope

This policy applies to all full-time employees of Acuiti Labs across all regions of operation. The scope of this policy encompasses the procedures, guidelines, and categories of awards designed to acknowledge the exceptional contributions of our employees.



## Applicability

The Acuiti Labs Global Rewards and Recognition Policy is applicable to:

- All full-time employees who meet the eligibility criteria outlined in this document.
- Individual and team awards as initiated by Managers or Human Resources.
- Awards and recognitions considered within the defined annual period from July to June.
- Compliance with local regulations and cultural practices across all regions of operation.

## Eligibility

All full-time employees of Acuiti Labs across all regions of operation are eligible to participate in the rewards & Recognition program. The criteria ensure that all full-time employees are considered for recognition based on their contributions and performance.

### General Eligibility

- **Full Time Employees:** All full time employees of Acuiti Labs across all regions of operation are eligible to participate in the rewards and recognition programs.
- **Employment Duration:** Employees must have completed at least three months of continuous service with Acuiti Labs to be eligible for individual awards. Team awards may include newer employees if their team's performance is recognized.
- **Performance Standards:** Employees must meet or exceed performance standards and demonstrate alignment with the company's core values and goals. Employees on performance improvement plans or under disciplinary action are not eligible for awards during the review period.

### Compliance and Cultural Considerations

- **Local Regulations:** All awards and recognitions comply with local employment laws and regulations in each region. Specific legal requirements, such as non-discrimination and equal opportunity provisions, are strictly followed.

- **Cultural Sensitivity:** The recognition framework respects cultural differences and practices in each region. Awards and celebrations are designed to be culturally appropriate and inclusive.

## Process & Guidelines

This section outlines the processes and guidelines for implementing the Rewards and Recognition Policy at Acuiti Labs, ensuring consistency, fairness, and compliance with local regulations and best practices.

### Nomination Process

- **Initiation:** All individual and team awards are initiated by Managers or Human Resources (HR).
- **Nomination Forms:** HR will circulate nomination forms to all Team Leads and Project Managers. The forms will include detailed criteria for each award category.
- **Submission:** Nominations must be submitted by the specified deadline, typically at the end of each month for monthly awards and at the end of each quarter or year for quarterly and annual awards.
- **Review:** A review committee comprising HR representatives and senior management will evaluate all nominations. The committee will ensure that the nominations meet the eligibility criteria and align with the company's core values and goals.
- **Approval:** The review committee will approve the final list of awardees. In the case of annual or special awards, the company's executive team may also be involved in the approval process.

### Award Consideration Period

- **Monthly Awards:** Awards such as BRAVO and STAR PERFORMER are considered monthly. Nominations for these awards are reviewed and approved within the first week of the following month, and awards are presented during the monthly townhall meeting.
- **Quarterly Awards:** Awards like MAVERICKS and EMPLOYEE OF THE QUARTER are considered on a quarterly basis. The review and approval process occurs within the first two weeks of the following quarter, and awards are presented during the quarterly townhall meeting.

- **Annual Awards:** Awards such as EMPLOYEE OF THE YEAR, GAME CHANGERS, VOICE OF CUSTOMER, SUPER LEADER, and TEAM OF THE YEAR are considered annually. Nominations are reviewed in June, and awards are presented during the annual offsite event.
- **Milestone Awards:** Service milestone awards (, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> years) are considered annually. Eligibility is determined based on continuous service as of the annual cut-off date, June 30<sup>th</sup>.

### Guidelines for Recognition Categories

- **Consistency and Fairness:** Acuiti Labs ensure that the nomination and review process is consistent and fair across all regions. All nominations are evaluated based on the same criteria, irrespective of the employee’s location.
- **Confidentiality:** Maintain confidentiality throughout the nomination and review process to protect the privacy of the nominees and ensure unbiased evaluations.
- **Documentation:** Keep detailed records of all nominations, review committee meetings, and final decisions. This documentation will be useful for audits and future references.
- **Communication:** Clearly communicate the nomination process, deadlines, and criteria to all employees. Regularly update employees on their nomination status and the outcome of the awards.

**This scheme is discretionary and is subject to regular review and changes.**

### Recognition Categories and Awards

This section details the various categories of awards currently available under the Acuiti Labs Global Rewards and Recognition Policy. These awards recognize both individual and team contributions across different timeframes: monthly, quarterly, and annually. These awards are discretionary and may be changed.

#### Overview

Award	Frequency
BRAVO	Monthly (During Townhall)
STAR PERFORMER	Monthly (During Townhall)

<b>EMPOWERMENT CHAMPION</b>	Monthly (During Townhall)
<b>MAVERICKS</b>	Quarterly (During Townhall)
<b>EMPLOYEE OF THE QUARTER</b>	Quarterly (During Townhall)
<b>BEACON AWARD</b>	Quarterly (During Townhall)
<b>EMPLOYEE OF THE YEAR</b>	Annual (During Annual Offsite)
<b>GAME CHANGERS</b>	Annual (During Annual Offsite)
<b>TEAM OF THE YEAR</b>	Annual (During Annual Offsite)
<b>VOICE OF CUSTOMER</b>	Annual (During Annual Offsite)
<b>SUPER LEADER</b>	Annual (During Annual Offsite)
<b>CEO Strategic Choice Award</b>	Annual (During Annual Offsite)
<b>Winner Circle</b>	Annual (During Annual Offsite)

### Milestone Awards

Milestone	Award
<b>5th Year Work Anniversary</b>	Memento
<b>8th Year Work Anniversary</b>	Gift Hamper or Voucher
<b>10th Year Work Anniversary</b>	Gift Hamper or Voucher

### Individual Awards

	Description	Eligibility	Award	Frequency	Selection Process
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<p><b>Bravo</b></p>	<p>Recognizes employees who go above and beyond their day-to-day responsibilities to accomplish deliverables outside an employee’s scope while performing well in the current role.</p>	<p>Employees who have shown significant effort in special assignments outside their regular duties.</p>	<p>United Kingdom - GBP 130          United States - USD 170          The Netherlands - EUR 150          India - INR 10,000          Other jurisdictions: To be confirmed separately.</p>	<p>Monthly (During Townhall)</p>	<p>Nominated by Managers/HR, reviewed by the committee, and awarded to only one employee each month.</p>
<p><b>Star Performer</b></p>	<p>Honors employees who consistently perform exceptionally well and exhibit excellence in their overall deliverables.</p>	<p>Employees demonstrating high performance and adaptability.</p>	<p>United Kingdom - GBP 28          United States - USD 35          The Netherlands - EUR 30          India - INR 2,000          Other jurisdictions: To be confirmed separately.</p>	<p>Monthly (During Townhall)</p>	<p>Multiple employees can be recognized each month based on nominations by Managers/HR.</p>

<b>Empowerment Champions</b>	Recognizes employees from Enabling Teams who go above and beyond their day-to-day responsibilities to accomplish deliverables outside an employee's scope while performing well in the current role.	Member from Enabling Teams who have shown significant effort in special assignments outside their regular duties	United Kingdom - GBP 130 United States - USD 170 The Netherlands - EUR 150 India - INR 10,000 Other jurisdictions: To be confirmed separately.	Monthly (During Townhall)	Nominated by Managers/HR, reviewed by the committee, and awarded to only one employee each month.
<b>Employee of the Quarter</b>	Recognizes employees who exhibit high levels of work performance, accountability, and teamwork.	Employees who have demonstrated significant contributions to major projects or initiatives.	United Kingdom - GBP 260 United States - USD 340 The Netherlands - EUR 300. India - INR 20,000 Other jurisdictions: To be confirmed separately.	Quarterly (During Townhall).	Nominated by Managers/HR, reviewed by the committee, and awarded to one employee each quarter.
<b>Beacon Reward</b>	Recognizes Managers, Principal Consultants, and above for	Team leaders who have shown growth mindset,	Reimbursement for a family outing on actuals up to	Quarterly (During Townhall).	Nominated by Managers/HR, reviewed by the committee, and awarded to one or

	their leadership, collaboration, and problem-solving skills.	ownership, and team-building capabilities.	<ul style="list-style-type: none"> <li>• United States - USD 500</li> <li>• United Kingdom - GBP 390</li> <li>• The Netherlands - EUR 450.</li> <li>• India - INR 30,000</li> <li>• Other jurisdictions: To be confirmed separately</li> </ul>		more leaders each quarter.
<b>Employee of the Year</b>	Honors an employee who has brought transformational change resulting in significant business impact.	Employees who have created or innovated best practices and identified significant improvement areas.	<p>United States - USD 850</p> <p>United Kingdom - GBP 650</p> <p>The Netherlands - EUR 750.</p> <p>India - INR 50,000</p> <p>Other jurisdictions: To be confirmed separately.</p>	Annual (During Annual Offsite).	Nominated by Managers/HR, reviewed by the committee, and awarded to one employee each year.

<b>Voice of Customer</b>	<p>Recognizes employees who go beyond their call of duty to ensure customer satisfaction.</p>	<p>Employees who have consistently delivered high levels of customer service.</p>	<p>United Kingdom - GBP 390            United States - USD 500            The Netherlands - EUR 450            India - INR 30,000            Other jurisdictions: To be confirmed separately.</p>	<p>Annual (During Annual Offsite).</p>	<p>Nominated by Managers/HR, reviewed by the committee, and awarded to one employee each year.</p>
<b>Super Leader</b>	<p>Recognizes managers or leaders who demonstrate excellence in leadership and team management.</p>	<p>Managers who have acted as role models, provided growth opportunities, and inspired their teams.</p>	<p>United Kingdom - GBP 650            United States - USD 850            The Netherlands - EUR 750            India - INR 50,000.            Other jurisdictions: To be confirmed separately.</p>	<p>Annual (During Annual Offsite).</p>	<p>Nominated by Managers/HR, reviewed by the committee, and awarded to one manager each year.</p>
<b>CEO Strategic Choice Award</b>	<p>An individual recognition, the CEO Strategic Choice Award</p>	<p>Employees whose work demonstrates a strong alignment</p>	<p>Recognition by the CEO and a personalized token of appreciation.</p>	<p>Annual.</p>	<p>Nominated by Senior Leadership, reviewed by the CEO, and awarded to up to</p>

	is presented to up to three employees each year. This award honors those whose contributions align closely with the company's strategic direction, reflecting exceptional insight and impact.	with the company's long-term strategic goals and vision.			three employees each year.
<b>Winner Circle</b>	The Winner Circle recognizes an elite group of individuals who have demonstrated exceptional performance across all functions. These employees have made significant contributions that play a critical role in	Employees who consistently exceed performance expectations and have a measurable impact on the company's success and culture.	A company-sponsored trip to a destination chosen by the organization.	Annual.	Nominated by Managers or HR, reviewed by a committee consisting of senior management, and awarded to select employees who exemplify excellence in performance and culture.

	driving the organization's substantial growth and success throughout the year.				
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### Life Event Celebration

At Acuiti Labs, we celebrate significant personal milestones such as marriages and the birth of a child. Employees can request a marriage gift voucher or a special newborn gift by raising a ticket in the HRIS system. This initiative reflects our commitment to recognizing life events and fostering a family-friendly workplace.

Event	Description	Reward	Eligibility	Process
<b>Marriage</b>	We celebrate significant personal milestones such as marriages. Employees can request a marriage gift voucher by raising a ticket in the HRIS system.	Gift voucher	All full-time employees	Employees need to raise a ticket in the HRIS system to claim the reward.
<b>Newborn Baby</b>	We celebrate the birth of a child. Employees can request a special newborn gift by raising a ticket in the HRIS system.	Gift for the baby	All full-time employees	Employees need to raise a ticket in the HRIS system to claim the reward.
<b>Birthday</b>	We recognize and celebrate employees' birthdays. Employees can enjoy their celebration and get the amount reimbursed.	Reimbursement	All full-time employees	Employees can submit a reimbursement request after their birthday celebration.

### Selection process

- Nominations are initiated by Managers or HR, based on defined eligibility criteria for each award. For select annual awards (e.g., CEO Strategic Choice), nominations are initiated by Senior Leadership.
- All nominations are reviewed by a Recognition Committee comprising members of senior management. The committee evaluates nominations based on a set rubric aligned with Acuiti Labs’ values, business priorities, and award-specific performance benchmarks. For CEO-led awards, the CEO provides the final decision after Leadership review.
- Recognition is granted during Monthly Townhalls, Quarterly Reviews, or Annual Offsite Events, depending on the award frequency. Awards may be given to one or multiple recipients, based on award type and merit of nominations.
- Award recipients receive regionally aligned monetary or experiential rewards (as detailed per award). All winners are publicly recognized within the company to amplify their impact and foster inspiration across the organisation.

## Milestone Awards

Milestone Awards recognize employees for their long-term commitment and continuous service to Acuiti Labs. These awards are presented to employees who reach significant work anniversaries, celebrating their dedication and contributions to the company.

	Description	Eligibility	Award	Presentation
<b>5th Year Work Anniversary</b>	Honors employees who have completed five years of continuous service with Acuiti Labs.	Employees who have been with the company for five years as of the annual cut-off date, June 30 <sup>th</sup> .	Memento.	Awards are presented during the annual offsite event.
<b>8th Year Work Anniversary</b>	Celebrates employees who have completed eight years of continuous service with Acuiti Labs.	Employees who have been with the company for eight years as of the annual cut-off date, June 30 <sup>th</sup> .	Gift Hamper or Voucher.	Awards are presented during the annual offsite event.

<b>10th Year Work Anniversary</b>	Acknowledges employees who have completed ten years of continuous service with Acuiti Labs.	Employees who have been with the company for ten years as of the annual cut-off date, June 30 <sup>th</sup> .	Gift Hamper or Voucher.	Awards are presented during the annual offsite event.
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## Compliance with Local Regulations and Cultural Practices

**Legal Requirements:** All milestone awards comply with local labor laws and regulations in each region. This ensures that employees' service is recognized fairly and legally. Depending on local laws, awards may be taxable income.

**Cultural Sensitivity:** The types of gifts or vouchers chosen for milestone awards are culturally appropriate and valued by employees in each region. This may involve selecting region-specific items or experiences that hold significant meaning and appreciation.

## Approval and Voting Process

This section outlines the procedures for the approval and voting process for the various awards under the Acuiti Labs Global Rewards and Recognition Policy. The process ensures transparency, fairness, and adherence to best practices and legal requirements.

## Annual Awards

### People's Choice Awards:

- Nomination:** All employees are encouraged to nominate their peers for the People's Choice Awards. A nomination form is circulated by HR to collect input from employees.
- Voting:** Once nominations are collected, HR organizes a voting process where all employees can vote for the nominees. This ensures a democratic process and broad participation.

- **Voting Platform:** An online voting platform is used to ensure ease of access and confidentiality. Employees are given a specific timeframe to cast their votes.
- **Approval:** The results of the voting are reviewed by the HR and higher management to ensure the process was conducted fairly and without bias.
- **Announcement:** Winners are announced during the annual offsite event, and awards are presented.

### Other Annual Awards:

- **Nomination:** Managers and HR initiate nominations for annual awards based on employee performance, contributions, and impact over the year.
- **Review:** A review committee comprising HR representatives and senior management evaluates the nominations. This committee ensures that the nominations meet the criteria and align with the company's core values and goals.
- **Approval:** The executive team provides the final approval for annual award recipients. This ensures top-level endorsement and recognition of the most significant contributions.
- **Announcement:** Annual awards are announced and presented during the annual offsite event.

### Monthly and quarterly awards

- Nominations for monthly and quarterly awards are initiated by Managers or HR. The nomination forms are circulated and collected as per the defined schedule.
- HR conducts a preliminary review to ensure that nominations meet the eligibility criteria and guidelines.
- **Committee Review:** A review committee comprising HR and senior management evaluates the nominations. The committee ensures fair and unbiased consideration of all nominations.
- The committee approves the final list of awardees. For certain high impact awards, the executive team may also be involved in the approval process.

- Winners of monthly and quarterly awards are announced during the respective townhall meetings.
- All nominations, reviews, and approvals are documented to ensure transparency and accountability. This documentation is useful for audits and future references.
- The review and approval process is conducted with strict confidentiality to protect the privacy of nominees and ensure unbiased evaluations.
- Employees who are nominated but do not receive awards are provided with constructive feedback to encourage continuous improvement and motivation.