INCIVUS
Perception Technology

CIRCLE OF EXCELLENCE

C5i
Human • AI • Impact

Global Award and Recognition Program



Circle of
Excellence









To Globally Award and Recognize Employees at all levels based on:

PHILOSOPHY

- Performance
- Core Values
- Philanthropy
- Long Services

Inclusions and Changes

Client Champion/Xtramile Award introduced quarterly for Onshore employees

Onshore Employees can be included in Team Awards without any separate approvals for exception.



Nominations are invited in alignment to the new Business Verticals and Practices

ELIGIBILITY AS PER BU

INDIA

Business Verticals	Quarterly Awards				Half-Yearly		Annual Awards			
	Star of the Quarter	Client Champion	Xtramile	Best Manager	Rookie Award	Team Excellence	Best Manager	Best Team/LOB	Employee of the Year	Outstanding Innovation
Research AI*	5	5	5	1	1	1	1	1	1	2
TMT, RCM & Others*	16	16	16	2	2	2	2	2	2	
Pre-Sales & Sales	1	1	1	1	1	1	1	1	1	
HLS - CI	2	2	2	1	1	1	1	1	1	
AI Labs	1	1	1	1	1	1	1	1	1	
Incivus	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	
MarComm	1	1	1	1	1	1	1	1	1	
Finance & Legal	1	1	1	1	1	1	1			
HR	1	1	1	1	1	1	1			
Admin	1	1	1	1	1	1	1			
IT	1	1	1	1	1	1	1			
IP&DG	1	1	1	1	1	1	1			

*Bifurcation of TMT, RCM & Others, Research AI award nominations is mentioned on Page 5

INCIVUS
Perception Technology

BIFURCATION

C5i
Human • AI • Impact

TMT, RCM & Others Bifurcation

Business Vertical & Practice	Bifurcation of Nomination count
TMT1	2
TMT2	2
RCM	2
MIA	2
Data Science	1
Products & Solution	2
Data Engg & BI	1
Supply Chain	1
UI-UX	1
Gen AI	1
HLS -Analytics	1

Research AI Bifurcation

Business Vertical & Practice	Bifurcation of Nomination count
Full Services	2
MRPO	2
Charting & Visualization	1

*Nominations for each team are invited as per 1:70 Ratio. The eligibility number is subject to change basis the Headcount of each business vertical and practice every quarter

ELIGIBILITY AS PER BU

ONSHORE

Business Verticals	Quarterly Awards	Annual Awards	
	Client Champion/Xtramile	Client Partner	Star of the Year (Onshore Delivery)
Research AI	1	1	1
TMT, RCM & Others	2		
Pre-Sales & Sales	1		
HLS - CI	1		
AI Labs	1		
MarComm	1		
Finance & Legal			
HR			
Admin			
IT			
IP&DG			

INCIVUS
Perception Technology

PERFORMANCE AWARDS

Quarterly Awards & Recognition 2024-25

C5i
Human • AI • Impact

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
Star of the Quarter	1. Level: Analyst to Director 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 2500 + Certificate	128	NA
Xtramile Award	1. Level: Trainee to Sr. Manager 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible	INR 1000 + Certificate	128	NA
Client Champion Award	1. Level: Trainee to Director 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible	INR 1500 + Certificate	128	NA
Best Manager Award	1. Level: TL to Director (People Managers with the team size =>3) 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 2500 + Certificate	**52**	NA
Client Champion/Xtramile Award*	1.Only Onshore employees 2.Org. Rating: =>3 in the last cycle 3.0 Escalations 4.Only Confirmed employees, if FTE 5. Non-FTEs are also eligible (tenure as on the last day of the cycle should be at least 3 months)	USD 50 + E-Certificate	28	Applicable only for Onshore Employees in Quarterly Awards

*Out of 2, only 1 award can be given as per the eligibility count per BU. The name of the award should be basis the performance of the employee

INCIVUS
Perception Technology

PEOPLE AWARDS

C5i
Human • AI • Impact

Quarterly Awards & Recognition 2024-25 - INDIA

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
Value Champion	1. All Levels 2. FTE & Non-FTE Employees 3. 1 winner per Core-Value	INR 2500 + Certificate	16	NA
15 & above Years Long Services Award	1. All Levels 2. FTE Employees	INR 4000 + 5gm Gold Coin + Tenure completion Plaque + Certificate	As per Actuals during the Quarter	Employee Serving Notice will also be considered
10 Years Long Services Award	1. All Levels 2. FTE Employees	5gm Gold Coin + Tenure completion Plaque + Certificate		
5 Years Long Services Award	1. All Levels 2. FTE Employees	Tenure completion Plaque + Certificate		
3 Years Long Services Award	1. All Levels 2. FTE Employees	Tenure completion Plaque + Certificate		

PEOPLE AWARDS

Quarterly Awards & Recognition 2024-25 - ONSHORE

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
15 & above Years Long Services Award	1. All levels 2. FTE Employees	Gift Voucher (as per location) + E-Certificate	As per Actuals during the Quarter	Employee Serving Notice will also be considered
10 Years Long Services Award	1. All Levels 2. FTE Employees	Gift Voucher (as per location) + E-Certificate		
5 Years Long Services Award	1. All Levels 2. FTE Employees	E-Certificate		
3 Years Long Services Award	1. All Levels 2. FTE Employees	E-Certificate		

PERFORMANCE AWARDS

Half-Yearly Awards & Recognition 2024-25

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
Rookie Award	1. Level: All 2. Tenure: 6 month to 1 year 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed 5. Confirmation Evaluation Score: => 30 above or Bi-Annual Org. Rating of =>4, whichever is latest	INR 1000 + Certificate	26	NA
Team Excellence Award	1. Level: All 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible 6. Global FTEs and Non-FTEs	INR 5000 + Certificate	26	1. Includes Non-FTEs (Eligibility Criteria on Page 15) 2. Applicable for Global Employees (Eligibility criteria on Page 15)

PERFORMANCE AWARDS

Annual Awards & Recognition 2024-25

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
Best Manager Award	1. Level: TL to Director (People Managers with the team size =>3) 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 5000 + Plaque + Certificate	13	NA
Best Team/LOB Award	1. Level: All 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible	INR 7500 + Plaque + Certificate	**8**	1. Includes Non-FTEs (Eligibility Criteria on Page 15) 2. Applicable for Global Employees (Eligibility criteria on Page 15)
Employee of the Year	1. Level: Upto Director 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 10000 + Plaque + Certificate	**8**	NA
Outstanding Innovation	1. Level: Upto Director 2. Org. Rating: =>3 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 20000 + Plaque + Certificate	2	NA

PERFORMANCE AWARDS

Annual Awards & Recognition 2024-25 - ONSHORE

Award	Eligibility	Reward	Total Winners Per Year
Star of the Year (Onshore Delivery)	1. Only Onshore employees 2. Org. Rating: =>3 in the last cycle 3. 0 Escalations 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible (tenure as on the last day of the cycle should be at least 3 months)	USD 250 + E-Certificate	1
Client Partner Award	1. Only Onshore employees 2. Org. Rating: =>3 in the last cycle 3. 0 Escalations 4. Only Confirmed employees, if FTE 5. Non-FTEs are also eligible (tenure as on the last day of the cycle should be at least 3 months)	USD 500 + E-Certificate	1

PHILANTHROPY AWARDS & VOTE OF THANKS

Annual Awards & Recognition 2024-25

Award	Eligibility	Reward	Total Winners Per Year	Updates/Changes
C5i Cares Champion*	1. All Levels 2. FTE employees only 3. Onshore & Offshore both are eligible	Certificate + Plaque	5	As per the participation : The best 5 across the globe get to win the award.
Vote of Thanks	1. All Office Assistants	Certificate	Basis the inputs from Admin Team	NA

*C5i Cares Champion Award is subject to the engagement activities organized by the organization and initiatives taken by the individual to participate & contribute

PERFORMANCE AWARDS

Annual Leadership Awards & Recognition 2024-25

Award	Eligibility	Reward	Total Winners Per Year
Whale Award	1.Level: Senior Director & Above 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 40000 + Plaque + Certificate	1
Rising Star Award	1. Level: Senior Director & Above 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed 5. Tenure range - 12 to 18 months	INR 40000 + Plaque + Certificate	2 (BU- 1, Enablers -1)
Rainmaker Award	1. Level: Senior Director & Above 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed 5. Includes Onshore Employees	INR 40000 + Plaque + Certificate	1
C5i Values Award a. Honesty, Trust & Social Responsibility b. Collaboration c. Customer Focus	1. Level: Senior Director & Above 2. Org. Rating: =>4 in the last cycle 3. No PIP & DAP in the last 6 months 4. Only FTEs, who are confirmed	INR 40000 + Plaque + Certificate	6 (Each category 2 awards, BU-1, Enablers-1)
CEO Excellence Award	AVP & Above	INR 40000 + Plaque + Certificate	1

IMPORTANT NOTES

NON-FTE ELIGIBILITY

1. Non-FTEs are only eligible for Individual Quarterly Awards – Client Champion & Xtramile Awards, PAN India
2. They should have completed at least 3 months as on the last day of the evaluation period of the A&R
3. Their performance should be equivalent to Org. Rating 3
4. They can also be included in Team Excellence and Best Team/LOB Awards provided the point number 2 & 3 are met

FTE CONFIRMATION

1. Full-Time Employees will only be eligible for the award if they are confirmed
2. Their confirmation date should be within the first month of the evaluation period of A&R (Eg: If the evaluation cycle is for the quarter January to March, then the employee should have been confirmed on or before 31st January)
3. The above will be applicable for employee winning the Team Excellence/Best Team awards

ONSHORE AWARDS

1. For Onshore, they are eligible for Client Champion/Xtramile Award – Quarterly, basis their performance
2. Their eligibility criteria will be same as mentioned under Non-FTE Eligibility (for Non-FTEs) and FTE Confirmation (for FTEs)
3. Onshore employees will be eligible for Team Awards for PAN India. They will get E-Certificates and voucher amount of $25.

GLOBAL SPOT AWARDS (INDIA + ONSHORE)

Real-time awards can be issued to the employees by the Functional Leads monthly. Only Certificates will be issued.

PROCESS & SELECTION

Quarterly & Half-Yearly Awards

1. Functional Leads to collaborate and share the final winners as per the BU eligibility
2. The citation should be as per the guidelines/rationale of the award
3. All the eligibility criteria for the awardee should be met
4. HR team will validate all details to ensure fairness and objectivity is exercised in the process
5. Value champs will be selected basis maximum votes received by an individual on Zing Platform. In case of ties, HR will decide the winner basis the citation

Annual Awards

1. For all Business functions, the Functional Leads should share the final winners post discussion with their respective BU heads for all award categories
2. For all Enabler functions, there will be a panel voting by the BU heads to choose the winner of Best Team/LOB and Employee of the Year

SPOT Awards

1. The Functional Leads to share the names of the winners along with the citation and month with BHR
2. BHR will share the certificates (either hard copy or soft copy) with the Functional Leads
3. The Functional Leads can present the award during their internal team meetings.

Please note that the rationale/guidelines for each award will be mentioned in the nomination sheet that will be shared by HR while kick-starting the nomination process

Any disputes will be resolved and decided upon by BU Heads in collaboration with HR Team

INCIVUS
Perception Technology

Circle of Excellence

THANK YOU

