

Policy: Security Rewards

PL No. – 10

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Applicability – All Employees on Company Roll & Security Guards

Total Number of Pages – 1

If any security guard informs about any finding that prevents any major security lapse, prevents any theft/stealing from happening, in that case that Guard will not be fired/transferred without the approval of Head – HR. Also the Guard will get a written commendation and cash prize as determined by the HR Head. Fifty percent of seized item value shall be penalized to the party who involved in theft/stealing after recovering the said article.

This policy is also applicable to other staffs as well, however in their case the reward shall be decided by the HR- Head.

Note: The security guard or any other staff shall be report to HR Head after finding any security lapse.

Ok Approved

Written By
Head – HR



Ok Approved

Approved By
Management