

Introduction:

Team building activities are to encourage the team bonding within the teams. A Team is any group of people organized to work together or interdependently in order to cooperatively meet the needs of their customers/clients by accomplishing a purpose or a goal.

Together

Everyone

Accomplishes

More

Team lunches or outings are one such event that enriches team bonding.

Purpose:

The purpose of the policy is to establish the principles, mandatory requirements and guidelines for utilization of team funds by the employees.

Scope: Applicable to all offshore employees of Appshark, the allocated funds validity will be

Policy

Appshark believes that celebrations together as a team will bring in Bonding thereby creating happy teams. Happy environment in teams cultivates a positive culture in the organization. The organization allocates Rs 400 /- per head per quarter for such team events or gatherings. To ensure that every employee of the organization is benefitted, few guidelines are set as follows.

- Every employee is eligible for Rs 400/- per quarter which can be utilized only for a team activity or gathering such as outing, lunch, hi tea etc.
 - Only the team manager after Intimation to HR and Finance team can avail this amount for the team
 - All the employees are eligible for the allocated funds. PM can avail the funds for all the teams under him at once or take them individually; decision can be made by the PM.
 - It is mandatory that the quarterly fund needs to be utilized in the same quarter; the amount cannot be carried forward to the next quarter.
 - Weekend and Holiday work needs to be approved and informed by the Project Manager to the HR and Admin teams at least 2 days in advance
 - Lunch on weekend and holidays can be initially spent by the employees (Project Manager/Leads) and the same will be reimbursed immediately in the following pay cycle, on the submission of bills.
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- Project managers need to inform the HR and Admin team in case their team member need to stay late at night for project requirements every day
 - The allocated funds cannot be utilized for alcoholic beverages.
 - Amount would be reimbursed in the immediate pay cycle on submission of valid bills to finance in the required format before the specified time.

| Version | Written | Reviewed by | Approved by | Date |
|---------|--------------|--|-----------------------|-------------|
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