

Insert company Logo



| Policy Name: | **Employee Engagement Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Employee engagement** goes beyond activities, games, and events. It is the extent to which employees feel passionate about their jobs and are committed to the organization, and put discretionary effort into their work.
2. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
3. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
4. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

* To align employees with your company values
* To increase productivity
* To enhance wellbeing
* To improve workplace conditions
* To understand employee attitudes
* To motivate employees

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, Employee Engagement Committee (EEC) and Management.

# **POLICY**

We at ***“Company Name”*** strive to engage our people because we know that a committed workforce focuses on the customer, performs more effectively and inspires innovation. We also know that the better the people feel about work, the less likely they are to be absent from work and more likely to talk positively to others in the wider community about work.

***“Company Name”*** is committed to creating a high performance work environment characterized by high levels of employee engagement. Where practicable, employees will be consulted over key aspects of the management of their working life and their involvement and feedback will be taken on board and seen as a pre-requisite for the successful implementation of initiatives.

This includes aiming to:

* Provide open and honest communication to employees on both business and individual performance
* Seek input from employees on important initiatives that impact on their role and work environment
* Seek employee views on a regular basis
* Collaborate on the development of business and individual objectives
* Carefully consider employee feedback and where appropriate act on suggestions offered and/or concerns raised
* Provide mechanisms for the investigation and resolution of grievances
* value individuals’ contributions in generating ideas and creative solutions through direct involvement and participation.

Employee Engagement Committee (ECC) looks after all the engagement activities conducted in the Organization.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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