

ASSOCIATE MILESTONE ANNIVERSARY PROGRAM

Associate Milestone Anniversary Program recognizes associates for their service and contributions to the Company as they reach 3, 5, 10, 15, 20 and 25 years of service

*Geecon System Pvt.
Ltd.* Associate
Milestone Anniversary
Program

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Contents

1. DOCUMENT HISTORY	3
2. Introduction	4
3. Vacation Award	4
4. Cash Award	4
5. Recognition Award	5

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1. DOCUMENT HISTORY

Version	Date	Author	Content/Changes
1.0	September 01, 2015	Nagendra Mishra	Initial Draft
2.0	January 01, 2017	Nagendra Mishra	Addition of Recognition Award

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2. Introduction

The Geecon Associate Milestone Anniversary Program recognizes associates for their service and contributions to the Company as they reach 3, 5, 10, 15, 20 and 25 years of service. The award is comprised of:

- Nomination for a special stock option grant
- One-time additional vacation allocation
- Cash award

During the month you reach a milestone anniversary, you will receive a congratulatory letter from Geecon. The letter will outline the components of your Milestone Anniversary Award. If you do not receive your congratulatory letter or if you have any additional questions, contact your local Human Resources team. Note: All full-time associates below the level of Vice President are eligible for consideration under this program.

3. Vacation Award

At each milestone anniversary with Geecon, associates will qualify for additional vacation granted in accordance with the schedule shown below:

Years of Service	Additional Vacation Day(s)
3	1
5	2
10	3
15	5
20	7

The vacation award is granted on a one-time basis for each milestone anniversary and is not cumulative. The milestone vacation day(s) must be used between the date of your milestone anniversary and December 31st of the following calendar year. The employee should apply his/her Milestone vacation online on HR portal by clicking on "Add Vacation Type → Vacation Type (Standard Vacation) → Extra Day Type (Milestone)" Note: Milestone award vacation day(s) granted under this program are not eligible for carry over beyond the period defined above and are not reimbursable should you leave the company.

4. Cash Award

The following after-tax cash awards will be granted in the month you celebrate your milestone anniversary. The award will be grossed up, reported as income and will be granted in accordance with the schedule shown below:

Years of Service	London (GBP)	Mumbai (IN)
3	£100	Rs. 3,000
5	£300	Rs. 5,000
10	£500	Rs. 10,000
15	£1,000	Rs. 15,000
20	£1,500	Rs. 20,000

5. Recognition Award

Associate will be affiliated by a token of Recognition for his services by a certificate or trophy.

If you have any questions, please contact your local Human Resources team.

Policy Change Effective date: **January 01, 2017.**

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