**Employee Engagement Policy**

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| **Entity:**BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:** SOCIAL POLICY | **Version:** V2 | **Effective Date:** 01.05.2023 |
| **Subject:** EMPLOYEE ENGAGEMENT |
| **Policy Owner:**C-HRO | **Review Date:**01.07.2024 | **Pages:** 1 |

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

**PURPOSE:** The purpose of an employee engagement policy is to create a positive and motivating work environment for employees. It helps in boosting their morale, job satisfaction, and overall productivity. The policy may include initiatives like regular communication, recognition programs, skill development opportunities, and work-life balance initiatives. By implementing such policies, BPTP aim to attract, retain, and motivate talented individuals, leading to better performance and customer satisfaction.

**POLICY OUTLINE:** Employee engagement refers to the level of involvement, commitment, and satisfaction that employees have towards their work and their organization. It's about creating a positive work environment where employees feel motivated, valued, and connected to their work and the company's goals. Engaged employees are more productive, innovative, and likely to stay with the organization. It's an important aspect of promoting a thriving and successful workplace.

To support this policy, BPTP will:

* Encourage regular and transparent communication between employees and management through town hall meetings, feedback sessions, and suggestion boxes.
* Implement a recognition program to appreciate and reward employees for their hard work and achievements. This can include employee of the month/year awards, performance bonuses, or other incentives.
* Provide opportunities for professional growth and development through training programs, workshops, and mentoring. Encourage employees to enhance their skills and knowledge to excel in their roles.
* Promote a healthy work-life balance by offering flexible work arrangements, paid time off, and wellness initiatives. Encourage employees to prioritize self-care and maintain a positive work-life integration.
* Organize team-building activities, social events, and community service initiatives to foster a sense of camaraderie and teamwork among employees.
* Establish a system for collecting and acting upon employee feedback. Regularly seek input from employees to understand their needs, concerns, and suggestions for improvement.

**RESPONSIBILITY:** Everybody involved in our endeavors to manage and oversee Employee engagement policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.