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**RAKTA
SANJEEVANI**

STAFF MOTIVATION AND APPRAISAL POLICY

Empowering people, achieving purpose.

Address

Bebejia Gaon, Titabar, Jorhat, Assam- 785630



Staff Motivation & Appraisal Policy

RECOGNIZING HARD WORK AND DEDICATION



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Approved By: Sri Apurba Gohain, Secretary

Date: 05/04/2021

1. Policy Statement

Rakta Sanjeevani (NGO) is committed to recognizing and rewarding the hard work and dedication of its employees. Our motivation and appraisal systems are designed to foster professional growth, acknowledge high performance, and align individual goals with organizational objectives.

2. Staff Motivation System

Rakta Sanjeevani employs several strategies to maintain high level of staff motivation:

- **Performance-Based Incentives:** High-performing employees may be eligible for performance-based bonuses, as per project guidelines and organizational policy.
- **Recognition and Awards:** We have a formal system to publicly recognize staff members for outstanding contributions through certificates.
- **Professional Development:** We provide opportunities for training, workshops, and skill-building sessions to support continuous learning and career advancement.
- **Empowerment:** We encourage staff to take ownership of their work and provide a platform for them to share innovative ideas and feedback.

3. Performance Appraisal System

Our Performance Appraisal System is defined by the following:

- **Annual Appraisal:** A formal performance appraisal is conducted annually for all permanent employees.

- **Appraisal Process:** The process involves a self-appraisal by the employee, an independent evaluation by the immediate supervisor, and a one-on-one appraisal meeting for constructive feedback and future goal setting.
- **Key Evaluation Areas:** Performance is evaluated based on the achievement of Key Result Areas (KRAs), job competencies, adherence to organizational values, and professional conduct.
- **SMART Goals:** The appraisal concludes with the mutual agreement on new, Specific, Measurable, Achievable, Relevant, and Time-bound goals for the next year.

4. Policy Review

This policy will be reviewed every two years to ensure its continued effectiveness and relevance.

Approved By: Sri Apurba Gohain, Secretary

Date: 05/04/2021



**RAKTA
SANJEEVANI**

ORGANIZATION POLICY

*Transparency in action. This policy provides a
safe space for you to speak up without fear.*

***Created on
05/04/2021***

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