

	Imagicaaworld Entertainment Ltd.	IEL-HRD-ECO-POL-4
	EVENTS COMPENSATION POLICY	Issue Date: REV-01

Events Compensation Policy

Policy Brief & Purpose

Events Compensation policy explains how we will reimburse employees for hours worked beyond their standard schedule to provide support for events organised by Imagicaaworld Entertainment limited in the Theme Park, Water Park or Snow Park (Khopoli) and Aquamagicaa waterpark (Surat).

An Event is a **planned public or social occasion**.

1. By definition it could be
 - a. Ceremony, an event of ritual significance, performed on a special occasion, eg.: marriage, birthday
 - b. Convention (meeting), a gathering of individuals engaged in some common interest
 - c. Festival, an event that celebrates some unique aspect of a community
 - d. Happening, a type of artistic performance
 - e. Media event, an event created for publicity
 - f. Party, a large social or recreational gathering
 - g. Sporting event, at which athletic competition takes place
2. The duration of the event is 2 hours beyond the normal park closing of 7.30 pm
3. The activity is beyond the routine activity of running the park
4. The activity requires the coming together of various disciplines of Park Operations (Operations, F&B, Retail, Engineering, etc.) to ensure that the event is organised

We want to ensure employees will be consistently and correctly compensated for the time they put into their job duties beyond normal working hours during the organisation of the event.

Scope

This policy applies to all employees who work additional hours except “**Standard working hours/ shifts**”

General Rules

- The Banquet Sales Manager will be the key authorisation of the process
- Employees who work more than the standard working hours will be entitled to this payment.
- Employees are entitled for compensation regardless of which event they work, as long as they perform work that our company accepts for its business purposes; with prior approval of their respective Heads of Department.
- Employees will receive their extra work compensation in the next schedule of salary of coming month.
- Those employees who are on a regular shift during the course of the event are not entitled to this allowance
- The list of employees who are nominated for working at a particular event have to be certified by the event co-ordinator
- The list of employees has to be submitted to HR at least 1 day before the event
- The list will be cross checked with the attendance record and duty roster

Special Allowance

Rs. 150/- per event for Grades 5, 6 & 7