

Report On  
To prepare an initial framework of Employee Recognition Program  
for Siam City Cement (Bangladesh) Limited.

By

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ID 17104095

An internship report submitted to the BRAC Business School in partial fulfillment of the requirements for the degree of Bachelor of Business Administration.

BRAC Business School

BRAC University

March,2022

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## **Declaration**

It is therefore stated that,

1. The internship report provided is my own original material completed whilst studying at BRAC University.
2. The report does not incorporate previous related and written content by a private entity, unless properly acknowledged through thorough and correct reference.
3. There really is no content in the study that has been approved or addressed or certificate at the institution or even other institution.
4. I have recognized all biggest source of assistance.

**Student's Full Name & Signature:**

Maria Adneen

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**Student Full Name**  
Student ID

**Supervisor's Full Name & Signature:**

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**Supervisor Full Name**  
Designation, Department  
Institution

## **Letter of Transmittal**

To,

Ms. Nusrat Hafiz

Lecturer, BRAC Business School.

BRAC University, Dhaka 1212

**Subject: “To prepare an initial framework of employee Recognition Program for Siam City Cement (Bangladesh) Limited.”**

Dear Madam,

It is great pleasure for me that I have completed my internship report on “To prepare an initial framework of Employee Recognition Program for Siam City Cement (Bangladesh) limited.”

I have reflected all the knowledge and learning that I gathered while doing my internship at Siam City Cement (Bangladesh) Limited. It would be not possible to complete the report without your proper guideline and support.

I'm hoping you'd be willing to look through my internship report.

Sincerely yours,

Maria Adneen

ID 17104095

BRAC Business School,

BRAC University.

Date: 24th January, 2022.

## **Non-Disclosure Agreement**

This engagement is established and committed into through as well as between Siam City Cement Bangladesh Limited and Maria Adneen, the authorized BRAC University student.

I am Maria Adneen, hereby declare that this report will not contain any confidential, dangerous, or other significant information that will be detrimental to Siam City Cement. This report will be created with the assistance of the office supervisor and will be based on my daily activities. As a result, my report will not be released on the internet; instead, it will be archived at BRAC University as part of my internship program's competition.

Finally, I declare that this report will not be detrimental to the firm, and that the information sources are clearly cited.

## **Acknowledgement**

At first, I would like to give all credit to my Almighty Allah for this opportunity. Moreover, I would like to express sincere gratitude towards my advisor, Ms. Nusrat Hafiz, Lecturer of BRAC Business School for supervising and guiding me to complete the report. Moreover, I would also like to thank Mr. Anamul Islam, Assistant Manager (HR & Admin) of Siam City Cement (Bangladesh) Limited, for her supervision at the workplace while I was interning I'd also want to express my appreciation to my classmates and coworkers for their unwavering support.

## **Executive Summary**

Employees who do not feel recognized working reacted to similar inquiry with expressions showing there is not a lot of that makes their working environment incredible. The main positive topic was "match benefits." At the point when asked what might improve their organization, the employees who felt unrecognized reacted with phrases that showed sensations of unreasonable treatment and a manipulative workplace. That is why an employee recognition program plays a very important role in every company.

In this research, the objective reached its goal of employee recognition program for Siam City Cement (Bangladesh) Limited. Employee recognition programs are manager drives to remunerate its employees for accomplishment, new practices, commemorations, and achievements. Employee recognition programs have many advantages.

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## **Chapter 1: Overview of Internship**

### **1.1. Student Information:**

Name: Maria Adneen

ID: 17104095

Program: Bachelor of Business Administration

Major: Human Resource Management

Minor: Marketing

### **1.2 Internship Information:**

#### **1.2.1. Company Information**

Period: 3months (1<sup>st</sup> November 2021 to 31st January 2022)

Company Name: Siam City Cement (Bangladesh) Limited.

Department: HR

Address: Tower 52, (9th Floor), Road 11, Block C, Banani, Dhaka 1213

#### **1.2.2 Internship Company Supervisor's Information:**

Name: Md. Anamul Islam

Position: Assistant Manager HR & Admin

#### **1.2.3 Job Description**

- Creating and emailing proposal and rejection emails to applicants through email.
- Organizing new employee orientations.
- Answering questions from employees on HR rules, employee compensation, as well as other HR-related topics
- Arrange and organize candidate meetings or interviews.

- Conduct job postings on employment websites and social media sites.

## 1.3 Internship Outcomes:

### 1.3.1 Student's contribution to the company

My internship at Siam City Cement Bangladesh Limited, I have a variety of work tasks. My information and abilities have helped in a variety of ways. I was given the task of collecting the information about the Recognition Program of different companies so I can gain knowledge to build the Recognition program of Siam City Cement. I am also working on other tasks like filtering excel data files, upgrading our employee records with newly hired employees' data, such as name and address and application forms, arranging and confirming applicant interviews, job advertisements.

### 1.3.2 Benefits to the student

Siam City Cement is a place where people can learn or observe how to work professionally in different departments, as well as how to collaborate with other departments to achieve corporate goals. Working with this company taught me how to interact effectively with a variety of employees. I've learned how to speak effectively with employees. Additionally, a person can know how to operate in a high-pressure setting. Furthermore, while working at this cement company, the employee will have the opportunity to contact a large number of clients by phone, text message and email. It might help in the development of communication skills.

On the other side, I've learnt how to work as part of a team and collaborate with others. This also assisted me in comprehending how to function in a company without creating problems. I've also learnt how to react in different situations how an organization's chain to command works.

Several companies did not compensate interns for the effort and time they put in as interns. However, the interns' efforts are highly valued at Siam City Cement (Bangladesh) Limited. Therefore, our company provides the interns with monthly pay, tea, lunch, and snacks, as well as other facilities.

### 1.3.3 Problems

Working at Siam city Cement company is a fantastic experience for me. However, I had to deal with several challenges as well. Like sometimes gathering information from other companies was difficult and they did not want to give me some of the information so in that case, I had to find out other employees or options. Furthermore, working at Siam city cement is a very pleasant experience.

### 1.3.4 Recommendations

Siam City Cement (Bangladesh) Limited is an excellent place for learning about and gaining experience with the food delivery sector. Furthermore, because workers must maintain communication, future interns will be able to improve their communication abilities.

Future interns shall understand how and where to attain the goal by working as part of a team and collaborating. They also will start appreciating and responding to obstacles as soon as possible, depending on the scenario. They will also get the opportunity to learn about other departmental responsibilities and the company's structure. Finally, I would advise prospective interns to join Siam City Cement (Bangladesh) Limited to learn and improve their abilities in a variety of areas.

## Chapter 2: Organization Part

### Introduction:

Employees who do not feel recognized working reacted to similar inquiry with expressions showing there is not a lot of that makes their working environment incredible. The main positive topic was "match benefits." At the point when asked what might improve their organization, the employees who felt unrecognized reacted with phrases that showed sensations of unreasonable treatment and a manipulative workplace. That is why an employee recognition program plays a very important role in every company. (Hannah Elise Jones, 2019) When employees feel appreciated and recognized for their singular commitments, they will be more associated with their work, their group, and your association in general. It increases the productivity of work and decreases employee turnover. For better team culture a company needs to apply for a recognition program. In this research study, we have figured out why a recognition program is important for a company and creates an impact on increasing retention of quality employees. (Wickham, n.d. 2020) Recent research accepts that compensation is the main outside inspiration for employees. Accordingly, acknowledgement and prize projects are superfluous or ought to require next to no venture of time and assets. Late examination shows the problematic idea of this presumption. One review overviewed an employee who deliberately left an organization. An astounding 79% announced that the essential explanation they left was not really for more cash, but rather because they didn't feel appreciated. Other mental investigations on inspiration at work show employees do want different types of outer prizes. The aftereffects of these examinations recommend that whenever workers are happy with their wages, they look to different parts of their responsibility to persuade them. So, employees need satisfactory pay to satisfy fundamental requirements. Nonetheless, pay isn't as powerful at satisfying different longings, like a requirement for regard and appreciation.

## Overview of the company:

The program was established from May 16, 1969, even though Siam City Cement Limited, including an initial total investment of one billion baht, as well as began tangible production after the completion from its manufacturing site throughout 1972.

Over several decades of relentlessly advancement, this same institution cheerfully became a registered organization here on Thai Stock market in 1977. After which, throughout 1981, the group's Saraburi factory attempted to replace this same foreign - made fortified oil used as gasoline in conventional concrete with domestically achieved coals.

Because decrease its exploitation use fuel, which would have been a substantial cost for concrete production, our organization and the first in Asian Countries to offer a wastes desirability recovery arrangement in 1989, that converted overheated captured again from brick burner towards supply electricity. Their firm was therefore confidently changed "Siam City Cement Publicly Traded company Ltd" during 1993 because reflect thai notion of it becoming a totally registered organization inside Thailand's securities exchange. Anyone was legally titled "Siam City Cement Publicly Traded company Limited" due reflect its status as just a fully recorded business in Thailand's securities exchange.

## Management practice:

The establishment of something like the ASEAN Economic Community in September 2015 provided an opportunity for regional commercial development. As a result, we've discovered a means to expand into all of the larger international commercial areas. Chip Moong Related to the daily Cement Inc. was founded as little more than a partnership to build a tangible factory inside the Republic in Cambodia. Communicate with customers owned 40% of the joint venture, with both the remaining 60percentage points owned by Chip Mong Holding Co. Ltd. plus three of something like the relatives. Throughout December 2015, Chip Moong Associated with performance Concrete Corporation is finally resolved. The shotcrete factory, the much more recent there in Republic of Cambodia, contains a drying circuit cement oven with such an annual production capacity over million metric tons.

SCCC were awarded six prizes at Bangkok and Southeast electricity awards in three categories, including Unique Application, the Subtropical Building, at the end in 2015. Such accolades are a source of pleasure for us since they help to educate organizations from both the public and commercial sectors more about information about energy efficiency, and perhaps to raise Thailand's environmental common quality to a degree that is comparable towards the percentage of global.

During 2016, additional enticing businesses finally opened there in acquiring marketplace which they quickly acquired. Meanwhile, SCCC acquired a few assets in Electronegativity Corporation Ltd. (Thai), and specific stakes were deferred for the possible acquisition of Manufacturer (Vietnam). In addition, during November 2016, it Company is selling most of its investment in Ltd. Cement (Bangladesh) Co., Ltd. for Dollars raises various million, or about Thai 590.1 thousand.

In Feb 28, 2017, the Corporation completed the acquisition of 65 percent of something like the total authorized stock of Associated with goods (Vietnam) Corporation, Ltd. with Lafarge Inc. In March 2017, this same Company established another subsidiary, Bangkok City Concrete Commerce Co., Ltd., which engage in the exchange, importation, and commodities industry.

## Chapter 3: Project Part

### Introduction:

When employees feel appreciated and recognized for their singular commitments, they will be more associated with their work, their group, and your association in general. It increases the productivity of work and decreases employee turnover. For better team culture a company needs to apply for a recognition program. In this research study, we have figured out why a recognition program is important for a company and creates an impact on increasing retention of quality employees. (Wickham, n.d. 2020) Recent research accepts that compensation is the main outside inspiration for employees. Accordingly, acknowledgement and prize projects are superfluous or ought to require next to no venture of time and assets. Late examination shows the problematic idea of this presumption. One review overviewed an employee who deliberately left an organization. An astounding 79% announced that the essential explanation they left was not really for more cash, but rather because they didn't feel appreciated.

### Literature Review:

Employee rewards and a recognition program is a system of a program where the company appreciate the employee by giving some facilities and recognition and it helps the company to maintain a good relationship between the employee and the company and help the organization to reach the personal goal and objective.

Recognition programs permit businesses to perceive their employees for their execution in wellbeing and security. They can assist with characterizing principles of execution and set up rules for assessment techniques for employee conduct. Cheerful employees, high usefulness and solid consumer loyalty describe elite execution working environments. (Recognition Programs, n.d. 2020)

There are a couple of essential rules that should be adhered to, in that programs must: be focused on the goals of the organization, have the option to be estimated and followed to decide



achievement and have the option to suitably perceive the employees by giving honors that employees will esteem. (Danish and Usman, 2010).

The restriction of relationships to accomplish their business system and participate in a practical hardhearted benefit depends on an enormous upon the introduction of delegates. In their bid to move labourers to accomplish high execution, affiliations regularly arranged accentuation on cash related prizes to the obstacle of non-monetary prizes like an affirmation. Notwithstanding, the incredible essential examination has shown that in any case cash related rewards very help execution refreshing practices and fulfil delegates somewhat, however for submitted labourers, affirmation should be given to keep them animated, appreciated, and submitted (Luthans, 2020)

## Objectives:

**General objective:** To prepare an initial framework of employee Recognition Program for Siam City Cement (Bangladesh) Limited.

### **Specific objective:**

- To find out how properly a recognition program can make increased the productivity of employees also engagement and satisfaction and enjoyment of work with the help of team culture.
- To present why this recognition program helps the employees to increase retention of quality employees and decreased stress and absenteeism.
- To find out why employee recognition program is important and the benefits of the program.

### Research Question:

This survey is outlined to pick up your viewpoints on shapes of acknowledgement favored by employees.

### Significance:

This research shows that why a recognition program is important and how it creates a significant effect on a company or organization. This research describing the types of recognition programs and the process of the service. How the employees can motivate for this and make an effective work in the company. Especially implementing a Recognition Program for Siam City Cement (Bangladesh) Limited. Because this company has never practice dun this service and they want to implement this service in future. So, here Acknowledgment helps workers with seeing that their association regards them and their responsibilities to the accomplishment of their gathering and the association. This is particularly key when affiliations create or change. It helps representatives with building a conviction that everything is great in their value to the association, moving them to continue with phenomenal work.

Moreover, Siam City Cement (Bangladesh) Limited will also benefit from this service because it will surely increase productivity and engagement and decrease employee turnover. Also more noteworthy is employee fulfilment and happiness regarding work. For the further developed group culture, they can make a good team and work happily. From this work the company will get higher reliability and fulfilment scores from clients and can expand maintenance of valuable employees.

### Methodology

The study aims are to suggest Recognition Program for Siam City Cement (Bangladesh) Limited. The review embraced a subjective methodology using a study system field base examination. The information assortment practices were pointed toward get-together data about Recognition Program for Siam City Cement (Bangladesh) Limited. An internet-based survey has been directed,

and this study was finished through a google structure shared by giving connections to the organization employees. The straightforward arbitrary examining technique was utilized for this examination. In this web-based overview, 43 employees were taken who are keen on the Recognition program as an example. 23 survey questionnaires were distributed to the company and the total number of responses was 43.

The survey was a structured questionnaire based where the employees had to attend to some short questions, some multiple questions to answer. Questionnaires were organized with some nominal and ordinal data. Such as gender and their corporate Email Address. Also, there were some program-related questions "Your highest education obtained?" "The Position they have held?" "Income Range?" experience in this organization, are there any recognition programs in the organization, frequency of recognition, Is their recognition linked with your KPI, 3 related questions regarding KPI. And about the practice recognition program (4 items) and all-encompassing employee recognition program in the organization.

## Analysis of the data

For gathering the data only, the primary source has been used. There was a direct survey conducted on some random customers of Siam City Cement (Bangladesh) Limited for this research. There were questioners, questions and based on the employees' responses; the interpretation has been made. Hence, there was no secondary source or media except the direct collection method of data

S.N	Particulars(n=43)	Frequency	Percentage
1	About recognition programs in the organization	41	95.3
2	The frequency of recognition	42	97.7
3	KPI is a combination of Company and Individual achievement	43	100
4	Form of Recognition they are expecting	42	97.7
5	How do they want to be recognized	43	100
6	their suggestion on the frequency of recognition	42	97.7

7	give your opinion on an all-encompassing employee recognition program	8	18.6
8	Please provide your Corporate Email Address	40	93

Profile of respondents:

Please provide your Corporate Email Address

40 responses

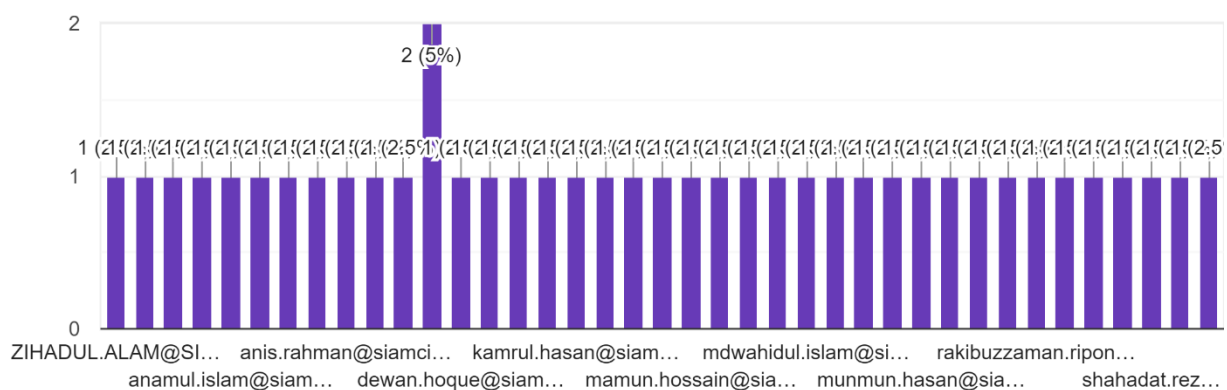


Figure 1

Gender

43 responses

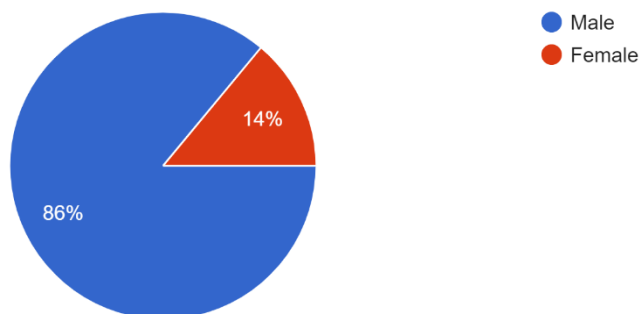


Figure 2

**Analysis of Questions 1&2:**

In the first question, employees provide their corporate email address and this survey is done to analyze the employee thoughts about the implementation recognition program among the employees who are currently working in Siam City Cement (Bangladesh) Limited. After that, the employee's gender where 14% of the employee is female, which means out of 43 responses only 7 of them were female and 86% of the employee is male. That means 36 employees were male. All of the survey people are an employee of the office and they give their opinion about the program.

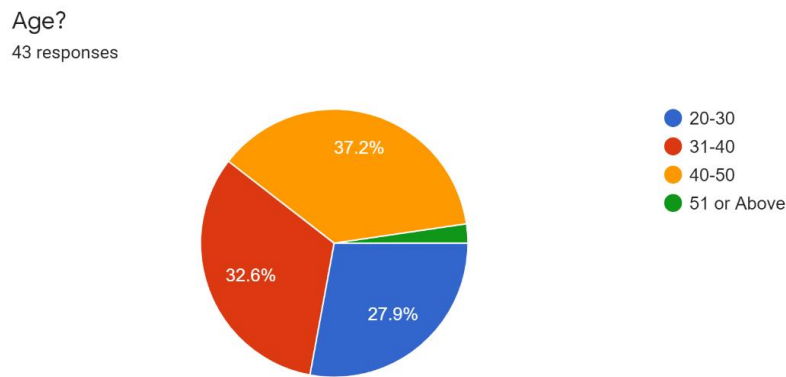


Figure 3

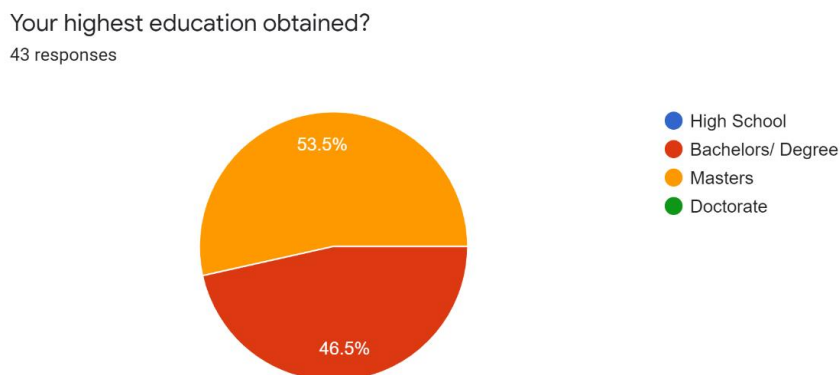


Figure 4

### **Analysis of Questions 3&4:**

In question 3, it says the range of the employees and from the responses, it says 27.9% of the employees are around 20-30 years the old, then 32.6% of the employees are 31-40 years old. The percentage of 40-50 years old employees is 37.2% and the rest is above 50 years. And the in question 4 shows 53.5% of the employees have a master’s degree and 46.5% is a bachelor’s degree.

Your function:  
43 responses

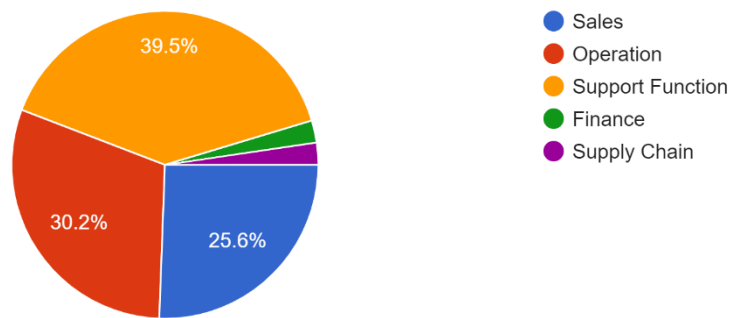


Figure 5

The Position you've held?  
39 responses

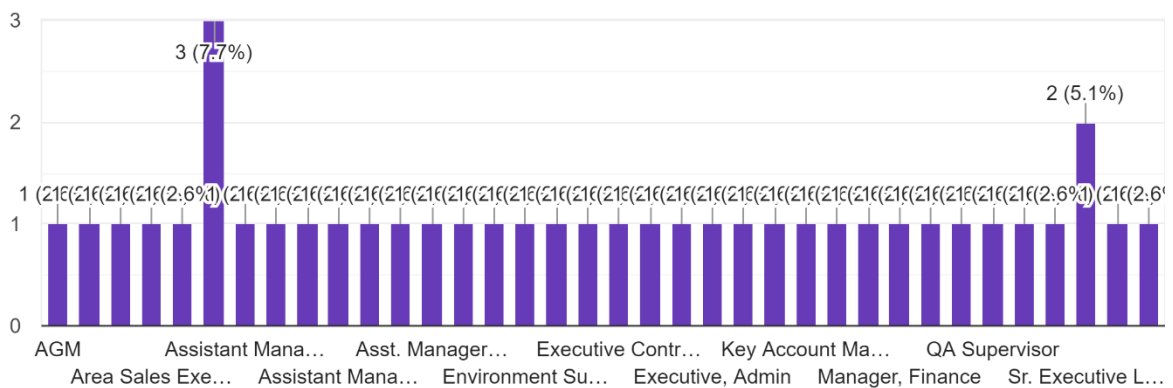


Figure 6

**Analysis of Questions 5&6:**

In the company (Siam City Cement (Bangladesh) Limited) for the function of the employees the survey says 39.5% of the employees are from support function. After that 30.2% of them are from the operation and 25.6% of them are from the sales department. rest of them from finance and supply chain. The position they have held are AGM, Assistant Manager Logistics, Area Sales Executive, Asst. Manager Project & Risk, Environment Supervisor, Key Account Manager and executive.

Income Range?  
43 responses

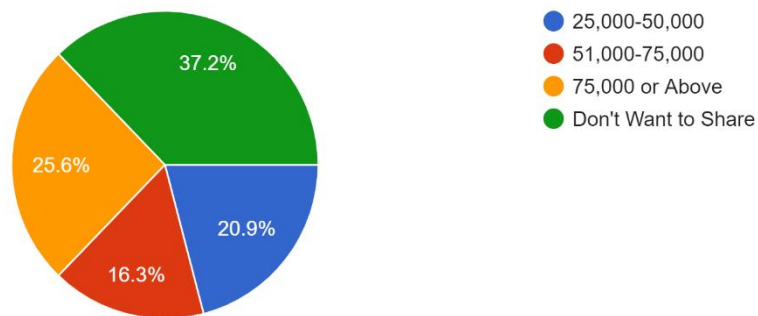


Figure 7

Please select your work experience in this organization  
43 responses

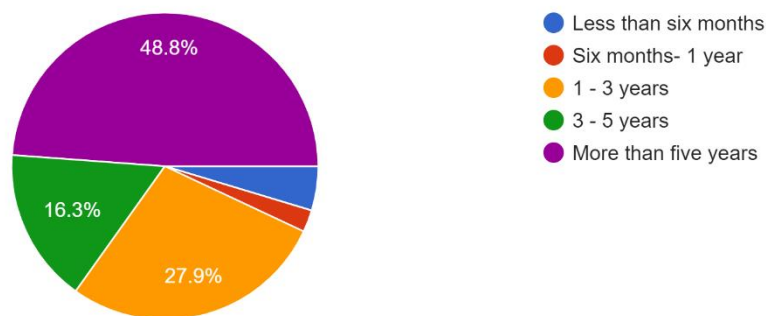


Figure 8

### Analysis of Questions 7&8:

In question seven, the question was their income range in the company. 20.9% of the employee has 25-50 thousand taka. Then 16.3% of them earn 51-75 thousand taka. 25.6% of them got 75 thousand above and 37.7% of employees don't want to share their income range. Then their working experience in the organization. Where, 48.8% employees are working in the company more than five years. And the percentage of the employee who works 1 to 3 years is 27.9%. And 16.3% of them working around 3-5 years. The rest of the work is about 1 year.

Do you have any recognition programs in your organization?

41 responses

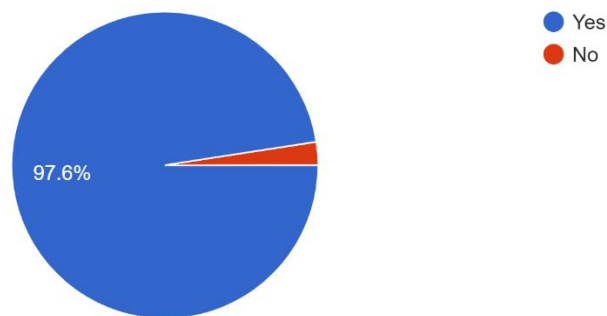


Figure 9

What is the frequency of recognition?

42 responses

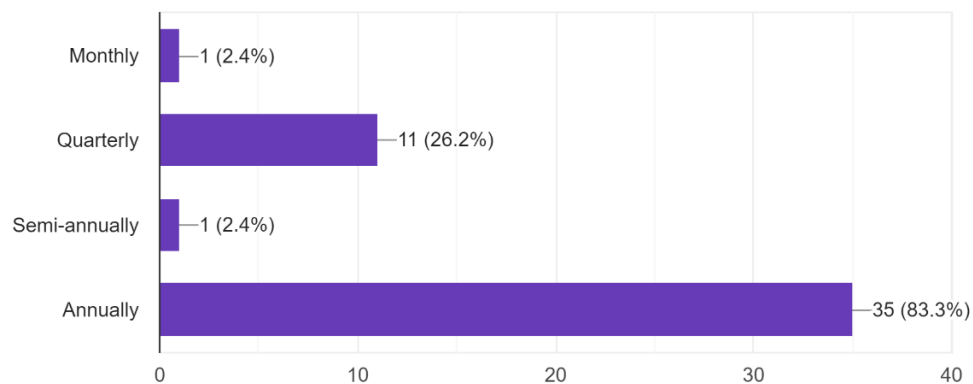


Figure 10

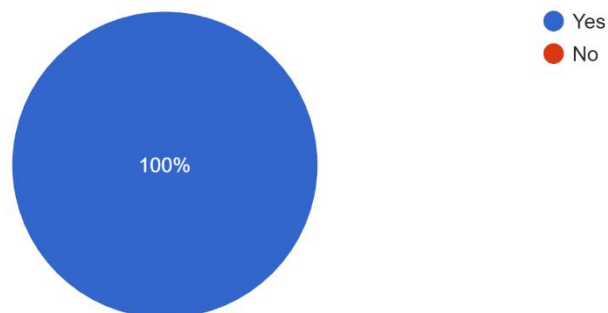


### Analysis of Questions 9&10:

In question number 9 the employees give their opinion about the recognition program in their company. 97% of people say that the company practice a recognition program and the rest say no. after that the frequency of the recognition where 35 or 83% of the employee says that they provide recognition program annually. Then 26.2% of them says Quarterly and the rest of them voted for semiannually and monthly.

Is your recognition linked with your KPI?

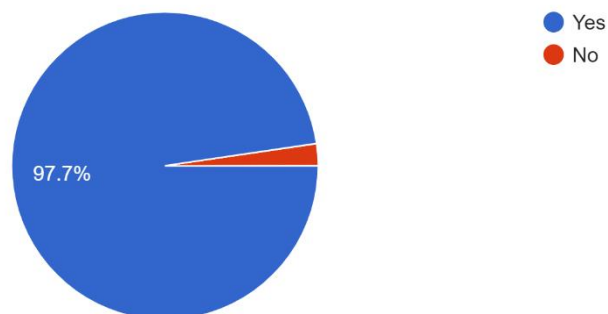
42 responses



*Fi*

Your KPI is a combination of Company and Individual achievement.

43 responses



*figure 11*

Is your KPI decided by a Dialogue session with your Line Manager?

43 responses

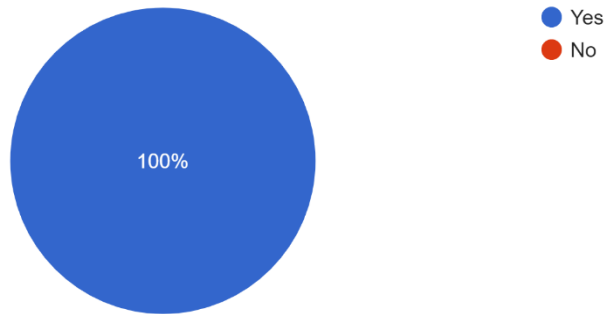


Figure 12

Figure 13

**Analysis of Questions 11,12&13:**

These three questions is related to KPI. The company is linked with KPI and from the analysis of the survey, 97.7% of the employees select that the KPI is a combination of a company and individual achievement. Also, 100% of the employee says their KPI is decided by a dialogue session with their line manager.

What is the form of your recognition?

43 responses

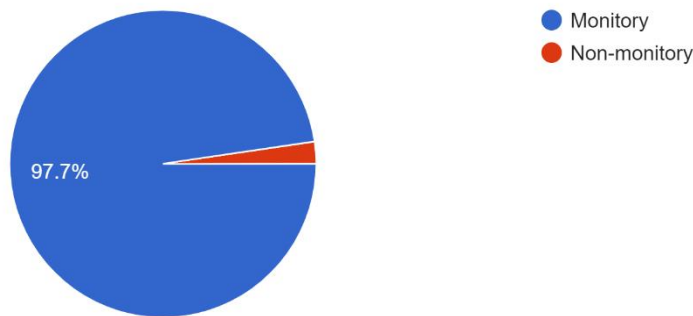


Figure 14

What is your suggestion on the frequency of recognition?

43 responses

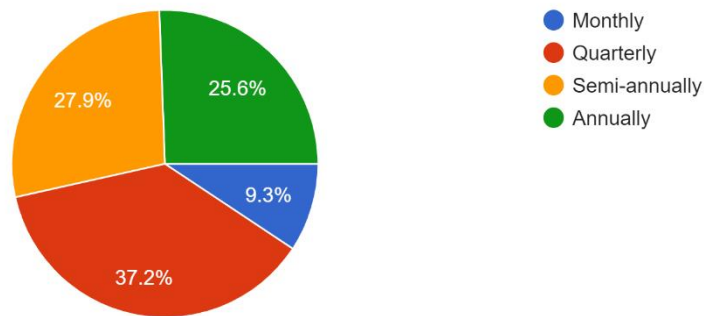


Figure 15

### **Analysis of Questions 14&15:**

for the question form of the company recognized the type is monitory and there was five suggestions for the frequency of recognition and the result is, 37.2% of the employee wants quarterly recognition. And 27.9% of them wants semiannually. After that 25.6% of the people wants annually and rest which is 9.3% want monthly.

Do you feel that you are rewarded fairly for the work that you have to do?

43 responses

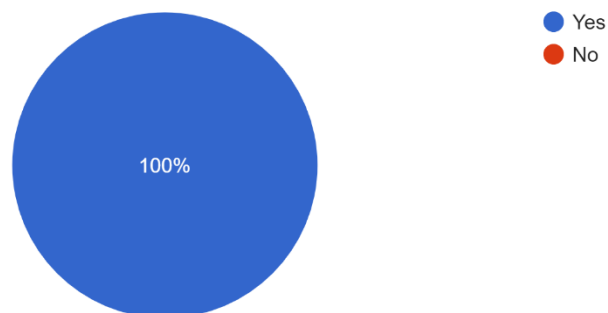


Figure 16

Do you receive meaningful rewards on special days like birthdays, etc.?

43 responses

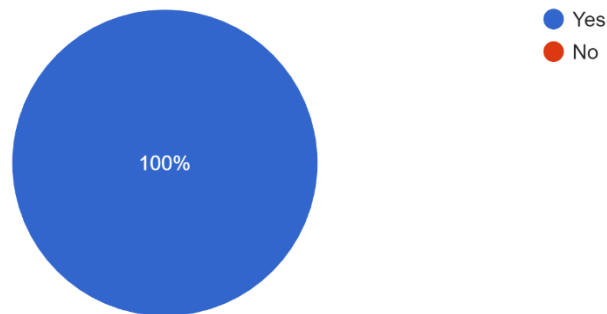


Figure 17

### Analysis of Questions 16&17:

The employees of the company (Siam City Cement (Bangladesh) Limited) are fairly satisfied with their work. In the question “Do you feel that you are rewarded fairly for the work that you have to do?” 100% of the employee says yes. And for the next question which is “Do you receive meaningful rewards on special days like birthdays, etc.?” the response is 100% yes. So both of these questions give a positive answer.

How do you want to be recognized?

43 responses

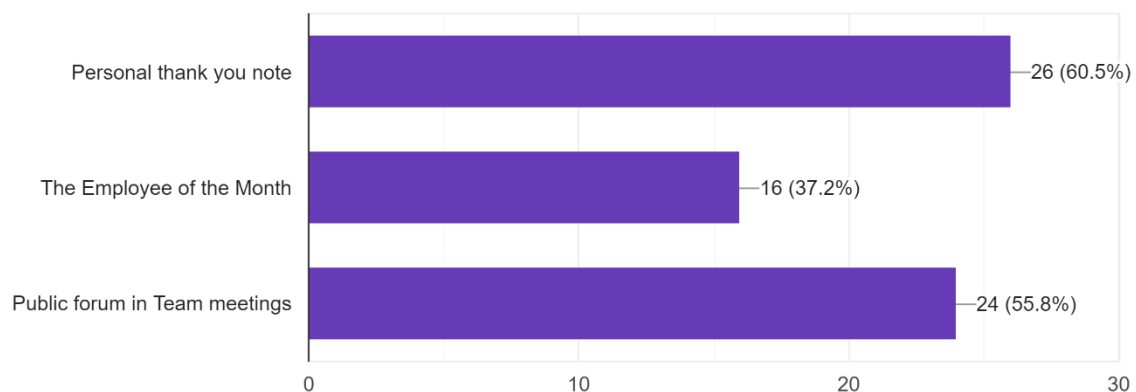


Figure 18

Who do you want to be recognized by?  
43 responses

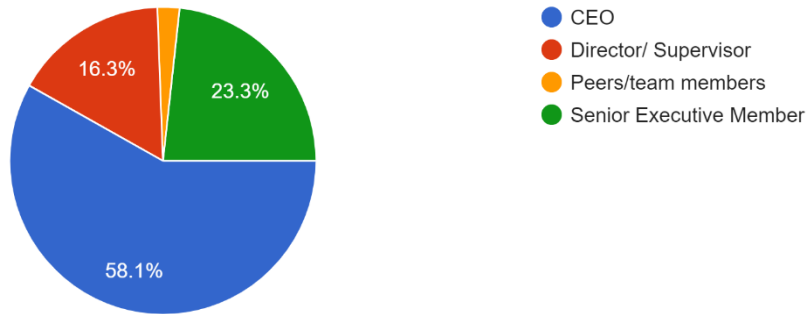


Figure 19

**Analysis of Questions 16&17:**

From the 43 responses, the response for the question, “How do you want to be recognized?” 60.5% of people want personal thank you note. After that 55.8% of employees want a Public forum in a team meeting. And then the rest of the employee wants the employee of the month. Also, 58.1% of the employee wants to be recognized by the CEO after that senior executive member and then 16% of them want from director or supervisor.

Form of Recognition you are expecting?  
42 responses

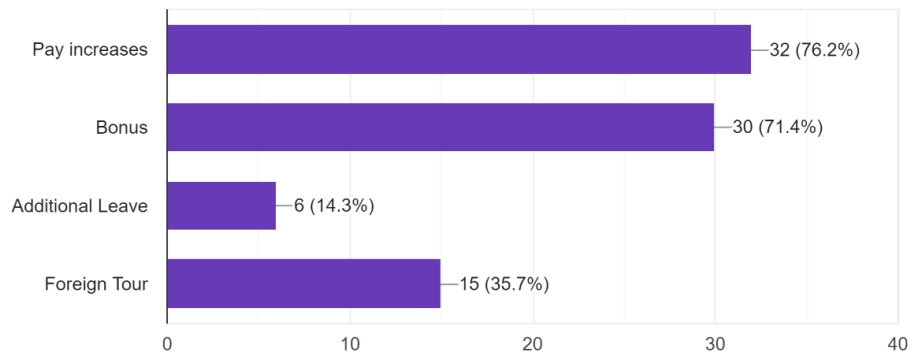


Figure 20

Is this recognition motivate you to better perform and stay in this organization?  
43 responses

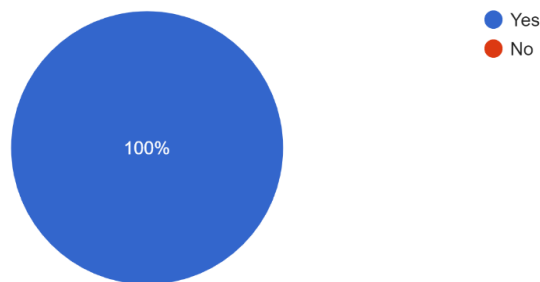


Figure 21

### **Analysis of Questions 19&20:**

In this organization, 76.2% of employees expect to increase their payment as a form of recognition. And then 71% of them wants a bonus for this. For the option foreign tour 35.7% of them expect that. And 14% of employees want additional leave.

### **Types of recognition programs:**

A few gestures of recognition are great at supporting momentary inspiration, while others are better at advancing long haul responsibility. In the organization, the form of recognition is monetary, and few are non-monetary. How about we take a gander at the various kinds of credit that will help in propelling employees and keep them occupied with their work.

1. **Structured Recognition Programs:** Structured programs are more customary, and regularly, chiefs or senior pioneers offer appreciation and like the employees for their administration. These programs are formal or stylized, coordinated at a decent time that incorporates all employees. (Software, S. 2021, May 29) Here is a rundown of the diverse organized recognition programs. An employee is chosen every month depending on the work that he/she has done as the top employee. Yearly or quarterly audits, these survey gatherings happen occasionally throughout the year. During these audits, directors offer customized and true recognition to employees for them to succeed. And Long periods of Service Awards, these functions offer appreciation to the people who stay with the firm for quite a while.

2. **Unstructured Recognition Programs:** Unstructured recognition programs center around customized and unconstrained appreciation. Here is a portion of the unstructured recognition programs: Shared Recognition, In this type of recognition, associates offer each other appreciation whenever. For example, LinkedIn has presented a method of liking a partner with a special identification to recognize one year of association. (Software, S. 2021, May 29) Chiefs can grant virtual identifications, prizes, or focus to the employees for their work. Festivities of fundamental achievements, Managers frequently celebrate significant employee achievements like birthday celebrations, weddings, youngsters' introduction to the world, etc. Thusly, managers can foster a customized connection with the employees. Inner employee bulletin: Sending out an inside pamphlet can assist everybody with being familiar with an employee's accomplishments. For example, featuring an employee's achievements in the bulletin can be a decent way to exhibit recognition. It will likewise assist with expanding commitment inside the group.

Also, most of the employees in the organization want to be recognized in a public forum in a team meeting and they want to be recognized by that. They believe that this way is much better than the other way. After that personal thank, you note is also a very common way to recognize the employee in the office. And lastly, an employee of the month is also a good way for recognizing employees in the organization.

## The benefit of employee recognition program

Recognizing employee work time causes your employees to feel great as well as expands their trust towards the organization which thus builds employee maintenance. Eagerly, compensating employees for their exceptional difficult work and general commitment to the advancement of the organization urges them to work more diligently. If not in the assumption of getting more appreciation, employees start to give themselves to satisfying the commitment reached out by the organization for the last option's prosperity. (Empuls. 2020, January 6). Normally, their endeavours should be visible as willful extra time for work, added inspiration to finish projects earlier, and expanded unwavering ness towards the organization. There are so many advantages to an

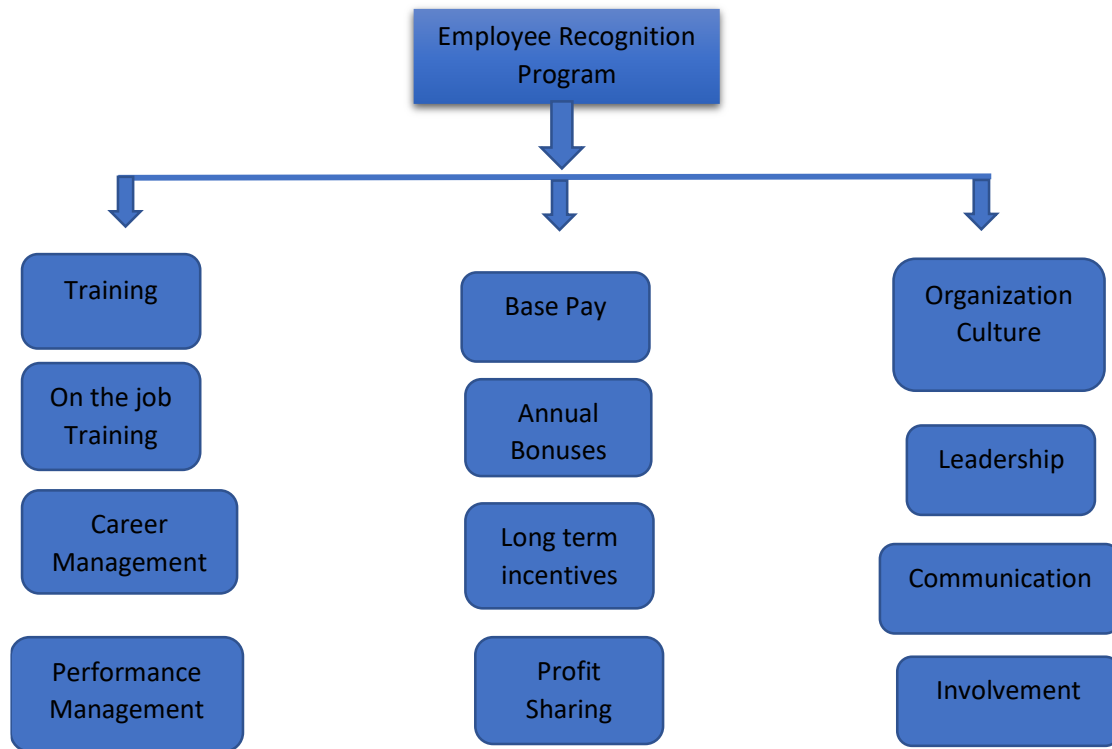
employee recognition program. The company want to bring more program like this. However, it sometimes does not happen as the employee expect. When the company started to give recognition to the employee the employee became focused on their work and started working with full spirit. Some of the employees work so hard and they want some recognition from the company. As a result, some demotivation and not giving any recognition can lead to an employee a very bad working environment and for this reason, many employees faced some bad communication with their colleagues and bosses. This is happen because of not giving recognition.

As referenced previously, correspondence is the way into an effective business. Correspondence among clients and employees, employees, and employees, other than employees and chiefs, shapes the total organization of data move. While the premier of these channels can be gotten through reliability programs, the last option must be executed effectively when the company culture is welcoming assessments. (Wickham, N. 2021, June 10) Employee rewards are one such means to see the value in the gainful connections among staff and the executives. They help the company in posting a normal usefulness scale for employees. Demotivation can bring about employees removing themselves from work. Yet, when they are lauded and appreciated for their commitment, it expands their inspiration and drives their concentration towards accomplishing their objectives. (Software, S. 2021, May 29)

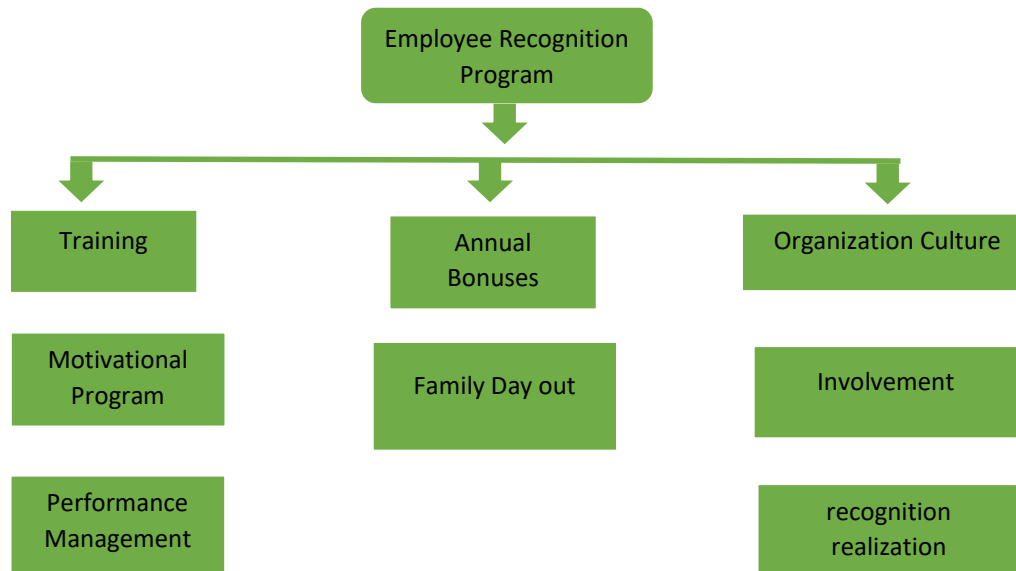
## **Framework**

### **Initial:**





**Suggested:**



## Discussion

In the past study and survey, employees who don't feel perceived as working responded to the comparable request with articulations appearing there isn't a great deal of that makes their workspace unbelievable. The good theme was "match benefits." Now that asked what may work on their association, the employees who felt unnoticed responded with phrases that showed impressions of outlandish treatment and a manipulative work environment. To that end, a representative acknowledgement program assumes a vital part in each organization. (Hannah Elise Jones, 2019) When employees feel appreciated and perceived for their solitary responsibilities, they will be more connected with their work, their gathering, and their relationship overall. It builds the efficiency of work and diminishes worker turnover. For better group culture an organization needs to apply for an acknowledgement program. In this examination study, we have sorted out that why an acknowledgement program is significant for an organization and makes an effect on expanding the maintenance of valuable employees. (Wickham, 2020)

For the administration of the proposed Recognition Program for Siam City Cement (Bangladesh) Limited the new framework says they need more motivational programs and need to arrange more

programs. And it is very needed to arrange training program for the employees. Performance management can also be good recognition for the company people. And for a bonus, they voted for annual bonuses and family day out. They expect a very good organizational culture and involvement.

Specialist prizes and acknowledgement program is an uncommon program that made by relationship to see workers for their obligations to the achievement of a business. Pragmatic agent acknowledgement programs help to draw in and hold top limits, and guarantee that workers feel respected, appreciated, and animated to accomplish progressive targets.

Recognition programs license organizations to see their employees for their execution in prosperity and security. They can help with portraying standards of execution and set up rules for evaluation strategies for representative direct. Merry employees, high convenience and strong customer dependability depict first-class execution working conditions. (Recognition Programs, n.d. 2020)

In Bangladesh, work execution is affected by a variety of parts, including motivation, assessments, work satisfaction, readiness, headway, and so on According to the existing composition, most agents are looking for something past a base compensation or pay for a task generally great done or help convey. (Mamy, M. M. B., Shabbir, R., and Hasan, M. Z. 2020) Workers, as demonstrated by Akafo and Boateng, demand a connecting with pay group, yet likewise demand their undertakings to be respected, seen, and treated properly. There are a couple of organizations in Bangladesh the individuals who are begun to consider concludes that should be found in that activities need: be redone to the goals of the affiliation the association has the advantage to be surveyed and seen to evaluate execution, similarly as the ability to Employees, should be properly seen by presenting prizes that they will regard. a two-way association between affiliation and a laborer, where the affiliation gives the expert with the environment and conditions to be compelling through adequate power and the board, and the specialist gives the relationship with a positive and self-propelled execution going to the achievement of the definitive mission, vision, reason, and objections (Tate, T., Lartey, F., and Randall, P. 2021, p. 32).

## **Summary & Conclusion**

In this research, the objective reached its goal of employee recognition program for Siam City Cement (Bangladesh) Limited. Employee recognition programs are manager drives to remunerate its employees for accomplishment, new practices, commemorations, and achievements. Employee recognition programs have many advantages. In any case, many organizations do not know where to begin. Planning a fruitful employee recognition program begins with the corporate procedure, trailed by characterizing targets for accomplishing the objectives of the methodology, and afterwards setting up the strategies/activities/errands for accomplishing the destinations. Moreover, Siam City Cement (Bangladesh) Limited will also benefit from this research because it will surely increase productivity and engagement and decrease employee turnover. Also more noteworthy is employee fulfilment and happiness regarding work. And helps to practice employee recognition in the organization

## **Recommendation**

For the administration of the proposed Recognition Program for Siam City Cement (Bangladesh) Limited effectively improve and for the company, some recommendations are:

- The company should practice Cross-functional teams. Because there are so many benefits for this cross-functional group. And a lot of companies will follow the team-based decisions for their organization and also maintain good communication with other vendors or companies. So, I believe it will be a wise decision to work with this cross-functional team.

This is a true reality that many clients and companies are maintaining a bad relationship and communication with their concerned company for the lack of decision. Whereas they can make a team and make some decisions for their good. It will provide the client with a very positive environment.

The cross-functional team is always a priority to their client. It is their priority with their following group discussion. This team use the employee with different points and then make successful decisions in the groups. This group decides by utilizing time, money and other valuable decision. So, if the company practice this the company will grow up more.

- The executives should be deliberately noticing employee execution and searching for freedoms to perceive exceptional work accomplishments and conduct. Assuming they don't feel appreciated, don't anticipate that they should keep investing similar energy.  
Those companies who maintain a very good recognition program face a lower than 30% of turnover rate than their other companies. Besides their company works very well and maintain effective work.
- Management should adhere to this Golden Guideline for employees: "Recognition openly, and right in private. Also, some of the employees think that they get proper recognition, and they expect more recognition from the organization. Employee recognition ought to be close to home. While perceiving the employee, call out to out them, office, and the presentation is perceived and tie it into how it upholds the company's esteems, mission, and objectives.
- When they have a recognition program set up, they will have the option to rapidly see who the low entertainers are and support them through the proficient turn of events, a superior group climate, or in any case. Inspiration and usefulness are only one piece of the commitment puzzle. Recognition additionally helps drive employee commitment by giving a feeling of significant worth and achievement. Research shows that recognition expands employee commitment up to 60%. The company is linked with KPI and from the analysis of the survey, 97.7% of the employees select that the KPI is a combination of a company and individual achievement. Also, 100% of the employee says their KPI is decided by a dialogue session with their line manager.
- The organization should follow a recognition program quickly and take action for the employee and the company. At that point, the employee might well have overlooked the particular conduct being perceived and surely would not be urged to rehash that conduct. For the Management of Bradley colleges to get rid of memory bends, the recognition ought to follow the conduct as quickly as conceivable to make a more grounded interface between the demonstration of recognition and the particular conduct (Brayan, 2021). If the company take the initiative for the employee the productivity will increase and the employee feel comfortable working in the company.

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## Appendix:

1. Please provide your Corporate Email Address

Your answer

2. Gender

Male

Female

Other:

3. Age?

20-30

31-40

40-50

51 or Above

4. Your highest education obtained?

High School

Bachelors/ Degree

Masters

Doctorate

5. Your function:

Sales

Operation

Support Function

Other:

6. The Position you've held?

Your answer

7. Income Range?

25,000-50,000

51,000-75,000

75,000 or Above

Don't Want to Share

8. Please select your work experience in this organization

Six months or less

6 months to 1 year

1-3 years

3-5 years

Over a period of five years

9. Do you have any recognition programs in your organization?

Yes

No

10. What is the frequency of recognition?

Monthly

Quarterly

Semi-annually

Annually

11. Is your recognition linked with your KPI?

Yes

No

12. Your KPI is a combination of Company and Individual achievement.

Yes

No

13. Is your KPI decided by a Dialogue session with your Line Manager?

Yes

No

14. What is the form of your recognition?

Monitory

Non-monitory



15. What is your suggestion on the frequency of recognition?

Monthly  
Quarterly  
Semi-annually  
Annually

16. Do you feel that you are rewarded fairly for the work that you have to do?

Yes  
No

17. Do you receive meaningful rewards on special days like birthdays, etc.?

Yes  
No

18. How do you want to be recognized?

Personal thank you note  
The Employee of the Month  
Public forum in Team meetings

Other:

19. Who do you want to be recognized by?

CEO  
Director/ Supervisor  
Peers/team members  
Senior Executive Member

Other:

20. How do you want to be recognized?

Individual Performance  
Team achievements  
Personal milestones like marriage, the birth of a child, your birthday  
Long Service

21. Form of Recognition you are expecting?

Pay increases  
Bonus  
Additional Leave  
Foreign Tour

22. Is this recognition motivate you to better perform and stay in this organization?

Yes  
No

23. Please give your opinion on an all-encompassing employee recognition program