



Connecting Hearts
Spreading Smiles

SHIVAM INFOCOM PRIVATE LIMITED

AN ISO 9001 & OHSAS 18001 CERTIFIED COMPANY

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Suggestion / Feedback Program:

As employees of SHIVAM INFOCOM, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program. A suggestion is an idea that will benefit the organization by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the company a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your immediate superior for help.

Submit suggestions to the Head of Department and the Human Resources Department.

Special recognition may be given to employees who submit a suggestion that is implemented.

WISHING YOU A LONG AND REWARDING CAREER AT SHIVAM INFOCOM.

Thanking you,

For Shivam Infocom Pvt. Limited



Human Resources Department