

Synthesis

INHOUSE MAGAZINE OF SYNTHITE INDUSTRIES LTD

Every morning, as the stars fade away from the sky,
they walk into the portals of Synthite.

They are always on the lookout for improvements that make Synthite
a better place. Some rise to meet the challenges that prop up at work. Others
are always happy to help, and bring a smile to the faces around them.

Some others excel at work, and raise the bar everyday.
Together they shine to make the business better and our days brighter.
They are the Synthite Stars.



Kitchen Treasures launches culinary pastes



Ms. Manju Warriar officially launching the culinary paste range from Kitchen Treasures, in the presence of Mr George Paul, MD, Dr Viju Jacob, DMD and Mr. Ashok Mani, CEO, Intergrow Foods and Beverages at a function held at Crown Plaza-Kochi on December 22, 2015

Ms. Manju Warriar, the new brand ambassador for Kitchen Treasures, launched its culinary paste range at a function held at Crown Plaza- Kochi on December 22, 2015.

Four variants of culinary pastes - Ginger-Garlic Paste, Garlic Paste, Ginger Paste and Tamarind Paste, were launched at the function. The pastes are made using highest quality ingredients, in a state-of-the-art manufacturing facility. They come in standup pouches with a spout that preserves freshness for 12 months even after opening. The pastes will be available in pouches of 25g, 100g and 200g.



'Synthite Corporate Office has achieved IGBC's LEED India NC Gold rating. Mr. George Mathai, Principal Architect, receiving the honour at the Green Building Congress 2015 held in Gujarat, between 19 – 21 November 2015



Ms. Minu Thomas, Head - Corporate Information Systems was selected for the prestigious 'Next 100 Future CIO Award' instituted by IT NEXT magazine. Ms. Thomas receiving the award



Synthite Team emerged runners up in the NIPM Young Managers Contest. Participants being felicitated by Mr. Aju Jacob, Director



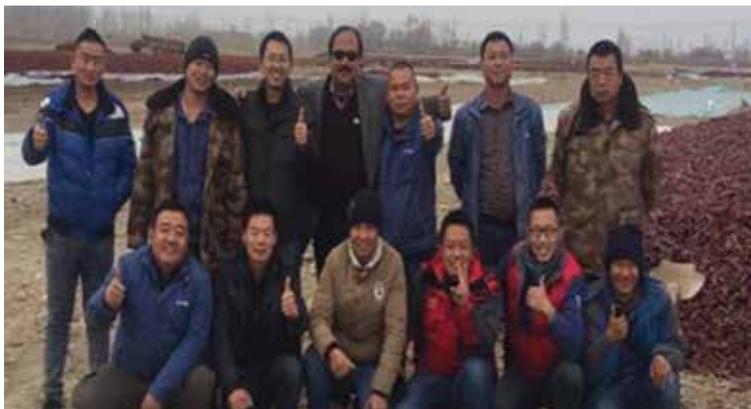
Synthite Kolenchery won the '5S Excellence award with PLATINUM grade' in the large industry category in the 14th ABK AOTS - CUMI 5S competition



The team from Synthite - Mr. Basheer KK, Mr. Arun Sanjay, Mr. Deepak Balakrishnan and Mr. Ligeesh Joseph - which won the first prize in the "CII - SR Kaizen Competition 2015", receiving the award

Well Done!!

The Synthite star awards have been spreading cheer and good will in the organization for some time now. Now Synthite wants to make it more effective



Raw Material Purchase Team , Synthite Xinjiang Biotech Co Ltd that won the Annual Synthite Star Award 2015 for the outstanding team work and goal oriented approach in the procurement of raw materials within stipulated quality, quantity and cost during Season 2015

When was the last time someone paid you a compliment? Or you paid it to someone? We all like being appreciated. But do not care to do so to our colleagues.

Synthite, on its part has instituted an award - "The Synthite Star Awards" - to recognize and honor its employees who display exemplary behavior, achievement and support in business. And it has gone one step ahead by deciding to recognize the managers who nominate their subordinates for the award too.

Employees of Synthite up to and including senior specialists are eligible to be nominated for the Synthite star award.

The recognition comes in three categories - Outstanding care for peers, Outstanding care for business and Outstanding care for customers.

There are three types of awards too - the Instant star, Monthly star and the Annual star.

Placing the interest of the team over your own, going beyond the call of duty to deliver outstanding service to customers, performing excellently at work, coming up with innovative ideas that enhance business – all can make you a Synthite star

A star is born

You can become a star in many ways in Synthite. Placing the interest of the team over your own, going beyond the call of duty to deliver outstanding service to customers, performing excellently at work, coming up with innovative ideas that enhance business – all can make you a Synthite star.

Mr Raja S, a driver in BI Kolenchery, is one such star. He received the monthly star award in January 2014, for furnishing a vehicle room for keeping the required spare parts and tools, using materials from the scrap yard.

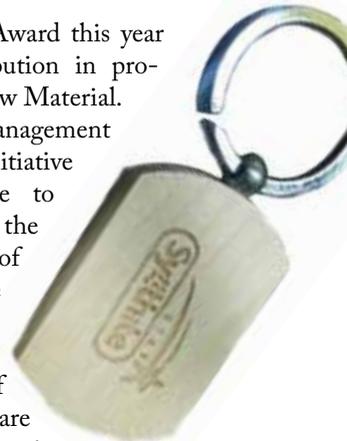
Mr. Baby C K , Manager – Raw Material Purchase, Bio Ingredients Division is another of the shining stars of Synthite. He won the Annual

Synthite Star Award this year for his contribution in procurement of Raw Material.

“The management took the initiative and asked me to take charge of the procurement of nutmeg. The price of the spice depends on the yield of the oil that we are able to get from it.

My long experience in the field – I have been working in Synthite for the last 26 years - helped me be successful in it,” says he.

Mr. Abdul Razak an employee in the Engineering department of Synthite Harihar Unit, too became a star for his expertise in the field. He and his team received the monthly star award twice this year – once in April 2015 and again in August 2015. The first award was for modifying a plant layout to reduce power consumption and manpower, while the second one was for fixing the broken pericarp machine in record time. Such changes can be made in machines that have been running for years only



Changes to Synthite Star awards

- Monthly stars will get a Key Chain with the Synthite Star logo, and a standee enclosed with the photograph with an appreciation letter from Corporate HR to connect with the employee's family.
- "Thanks for nominating the Star" - badge will be given to the nominator when the instant star is awarded.

by experts. And the Harihar team was up to the task. "I have very good knowledge of the machineries and equipments in the organization and understand the machineries and their functions which gives me ideas for improvements," says Mr Razak.

He and his colleagues discussed their ideas with the managers, Head of the Department and Unit Head. The team went ahead with the modifications once they got the go ahead from the management.

Mr Baby is also effusive about the support from the management. "The management is very receptive to the improvement suggestions made by the employees. Once the proposal is forwarded, a team looks into all aspects of the proposal. If the proposal is found to be sound, the go ahead is given for its implementation."

The trust that the management places in its employees is another factor that helps the employees perform better. "My work involves a huge amount of money. A wrong decision could have a negative impact on the organization. The trust that the management has placed in me gave me the confidence and the courage to take the decisions at the right time," says Mr Baby.

The awards have not just helped them hog the limelight, it has helped them in their careers too. "I feel, Synthite star nominations is one of the factors for getting, 'A' grade in the appraisal process," says Mr Razak.

Mr Baby credits the support from

his team and the other departments in the organization for his success. "The procurement can be done well only with the support of other departments, which provide logistics support and other information," says he.

It is not just the individual award that benefits from the award. The initiative has an impact on the environment in the work place too. "The improvements have made life easier for us in the workplace. Now all the equipments are available at one place and we don't have to run around looking for the same," says Mr Raja. It also brings a dose of healthy competition to the workplace. "The Synthite Star award has motivated me. When production department employees get Synthite star of the month, I feel I should be next," says Mr Razack.

The senior employees who nominate people for the awards too stand to benefit. The organization recognises their efforts to develop their team and to bring out the best in them. This year Mr. Eldo Varghese, Manager Engineering – Bio Ingredients, Kadayiruppu, who has given maximum star nominations was appreciated during Synergy. Going forward – "Thanks for Nominating the Star" button badges will be given to the nominators during the occasion of distribution of the Instant Award.

The awards help the managers in other ways too. It increases the confidence and self esteem of the team members. And that helps in improving the performance levels of the team, which in turn helps the manager grow and move up in her career.

The selection process

The senior employees in the band of technical expert, team lead, professional and above can use the "I care to nominate form" to nominate employees for the award. The form is filled and then submitted to the respective department head for acknowledgment and verification. The approved nominations will be sent to HR and training department and receive the Synthite star instant award.

The HR and training department will compile the list of approved

nominations for each of the three categories. The Synthite star committee will deliberate on the list and identify the winner for each category, for the Monthly Star Award.

And then, as the year draws to a close in December, winners of the monthly star awards will be nominated for the annual Synthite Star Award for the year. The winners in each of the three categories of awards – peer, customer and business - will then be determined.

Annual Synthite Star Award



Individual Award – Business

Mr. Baby C K , Manager – Raw Material Purchase , Bio Ingredients Division receiving the Annual Synthite Star Award 2015



Synthite Star Nominator Champion Award:

Mr. Eldo Varghese , Manager Engineering – Bio Ingredients Kadayiruppu receiving the Special Category Award - Synthite Star Nominator Champion Award for the maximum number of instant nominations this year



Monthly Synthite Star (November 2015)

Mr. Mubammed P.I. (Asst Manager – Administration)



From the
Chairman's desk

Appreciate the good work

One fact that gives me immense pleasure as chairman of Synthite Industries Ltd is that we have grown this organization as a team. It's not just the management that has come up with ideas for improving our products and processes. It's not just those best practices from all over the world which we have brought here that helped us reach the position where we are. Each one of us has

contributed to it by coming up with ideas to improvise and innovate.

It's not that only employees of Synthite have ideas; but not many organizations have succeeded in identifying the potential and developing it. We have done it by developing robust systems to tap the potential of the employees to the fullest.

It's a two-way process. Every employee is encouraged to think while he works. And when a new idea hits him, we have a system to process it. If found viable, then we shall implement them. The employee is rewarded for his contribution. It carries a cash component, it also comes with a sense of pride which he/she can carry back home, and pass it on to the next gen-

eration. Something the whole family will cherish.

Synthite Star award embodies that sense of pride. It's not given by the organization; it is earned by the employee. Only merit goes into its selection. Every awardee can hold his head high in that it is his innovation and intellect that got him the award.

I would like to remind you one more thing: It is often said that appreciation is the highest form of prayer. We have to develop a culture of appreciating others in the organisation. I hope that the managers take a more proactive role in nominating their subordinates for the award. It is time we realise the boost it gives to the confidence of our fellow employees.

The Winning edge

Synthite redesign's its Performance Development Programme

Synthite has redesigned its Performance Development Programme (PDP) to help employees develop to their full potential and to match their goals with the strategic and operational objectives of the organization.

Key Highlights of the PDP

1. The Continuous Feedback System enables employees to seek and get timely feedback on a regular basis, helping them make corrections during the cycle itself. Through "ngage", the revamped online platform, they can schedule periodic feedback meetings with their managers at the start of the year and solicit feedback from other teams with which they work. The feedback is recorded in "ngage", to avoid communication gaps during final appraisal.

2. The Performance Rating Scale has been made more specific so that various levels of performance can be differentiated transparently.

3. Performance Review Process : After the year-end review, reporting managers rate the performance of their appraisees and submit it to the respective department head along with rationale and recommendations for promotion if any. Functional lead/unit head reviews and validates business cases for promotions and ex-

ceptional ratings and makes changes where ever required. These are then forwarded to the business lead, who collates the ratings of all employees (both O-band and P-band) for her/his division and presents the highlights including key financials and ratings to the moderation panel. The panel examines the ratings presented to them by all business leads, checks for fitment and alignment to Synthite's policies, and provides its feedback to the Board of Directors. The Board will seek clarification from the business leaders if required and communicate the final rating to the business leaders through the panel. These are then communicated to the employees in a secure and confidential manner by the business leaders & HR.

4. The Individual Development Plan: The training programmes you require during the year are finalized based on the developmental objectives in consultation with your supervisor.

5. The Performance Linked Cash Incentive Programme that allows employees to share Synthite's progress has 3 components:

- Organization's performance based component is decided by evaluating the overall performance against the objectives set at the start of the year.
- Functional collaboration based com-

ponent is decided by evaluating each department on its collaboration with other departments.

- Individual performance based component is calculated based on the performance based ratings assigned to each employee

6. The Tenure Milestone Based Loyalty Bonus Scheme, introduced to reward the long serving employees, is applicable for employees completing 5, 10, 15 and 20 years in the organization.

7. The Performance Improvement Plan seeks to improve the performance of an employee by identifying the reasons for underperformance, analyzing them and then developing solutions to address the shortcomings.

Share it!

A variety of badges have been introduced in "ngage" to enable you to appreciate and value your co-workers, subordinates and supervisors or for that matter anyone for a job well done! Share them!

Silence is Golden

Is there a space for Silence in a Noisy World?

R&D is the heart and soul of any science based organization. About a year ago, a system called quiet zone was introduced in our Flavour Creation lab wherein the phone is "off the hook" in the morning hours. The aim was to increase focus and concentration in what was arguably the best time of the day for creative work.

However, ever since it was introduced, fellow colleagues have had this nagging doubt about its relevance. The story given below demonstrates the essence of the system.

"Once a farmer lost his watch in the barn. It was no ordinary watch; it had sentimental value for him. After searching high and low among the hay for a long while, he gave up and enlisted the

help of a group of children playing outside. He promised that the person who found it would be rewarded.

The children hurried inside the barn, went through and around the entire stack of hay but still couldn't find it. Just when the farmer was about to give up looking for his watch, a little boy went up to him and asked for another chance. The farmer looked at him and thought, "Why not? This kid looks sincere enough." So the farmer sent the little boy back in the barn. After a while the little boy came out with the watch in his hand! The farmer was both happy and surprised. He asked the boy how he succeeded where the rest had failed.

The boy replied, "I did nothing but sit on the ground and listen. In the silence,

I heard the ticking of the watch and just looked for it in that direction."

MORAL: A calm mind outperforms an agitated one. It's better to use the quiet of the morning to plan your day rather than let the day take control of you

CHALLENGE: Try this approach for the next 30 days and track your accomplishments on a daily basis. It could be the best new year gift you receive for 2016!

The author is a staff member of Symega Flavours India P Ltd. Liked the article? Give us your feedback on suggestions@symegaflavours.com

Welcome Aboard



Mr. K Gnana Vadivel has joined Synthite as Sr. Vice President - Operations.

Mr. Vadivel, a chemical engineer by training, has more than 29 years of techno-commercial experience in diverse industries in India and Thailand. Before joining Synthite, Mr. Vadivel was the Vice President - Technical of Aqua Farm Chemical. Prior to that he had stints with Nagarjuna Agri Chem Ltd and AB Mauri India Ltd.

Mr Vadivel will be responsible for the operations of the Bio Ingredients Division and would steer it to its strategic goals and objectives. He will report to the Managing Director.

Mr. Praveen Venkataramanan has been re-designated as Chief Strategy Officer and will operate from the corporate office. Mr. Venkataramanan will be primarily responsible for the formulation, development and implementation of revenue generating strategies, policies, and road map for the Group.



As part of its quality awareness drive, the Marigold Team at Harihar (Farmtech division) took 45 marigold farmers of Haveri cluster, on a visit to the Telgi plant, on December 9, 2015



16 new rooms including a 'Presidential Suite' and a 'Junior Suite' were added to the second floor of the Ramada Resort. His Grace Yakob Mar Irenios, Bishop of Orthodox Church blessing the rooms, in the presence of Mr CV Jacob, Chairman, Director Board members and their family members, on November 13, 2015.



Dy. Managing Director Dr. Viju Jacob has been elected as the 'Secretary' of St. Peters College Trust



Sr. Vice President - Operations, Mr. K Gnana Vadivel inaugurating the information truck of Drager

As part of National Safety Council's Mission Suraksha, information truck of "Drager", visited Synthite on December 3, 2015. The Drager team explained the use of the safety equipments to the employees.

It is for the first time that the truck is visiting a spice industry, since the start of its journey in 2014. Synthite was chosen for the visit along with flagship public sector companies such as Cochin Refineries & FACT.



Synthite Harihar organised a blood donation camp on the occasion of the birthday of Chairman, Mr. C V Jacob



Road barricades donated to Kumarpat-tanum police station by Synthite Hari-har as part of its CSR activities



Employees of the Harihar and Tel-gi units went on a one day trip to Murudeswara



Mr Aju Jacob, Director inaugurating the cricket ground at BI Ongole

Synergy 2015

Chief Guest of Synergy 2015 Prof. Joseph J Injodey – Executive Director, Raja-giri Institutions addressing the Synthite family

Best Kaizen

Babu N P (November 2015)

Team captains of Synergy 2015 being felicitated during the Christmas celebrations

Rajesh Aravind, Aby PK & Basil George (December 2015)

5S Best Area Competition

Office Area	Shopfloor Area
<p><i>1st Prize – Circle Diamond (QC)</i></p>	<p><i>1st prize – Circle – Nila (Plant P5)</i></p>
<p><i>2nd Prize – Circle Gnanodaya & Circle Power (HR, Canteen & Security)</i></p>	<p><i>2nd prize – Circle – Taika (Pepper & Turmeric Mother Batch plant)</i></p>
<p><i>3rd Prize – Circle Spark (Operational Procurement)</i></p>	<p><i>3rd prize – Circle – Waves (Electrical) & Circle – Shanghai (CO2 Plant P14)</i></p>

Vijith Paul, Jiju Paul & Baby M P (December 2015)

Christmas Celebrations



Santa Claus at Marudur



Christmas celebrations at BI, Kolenchery



Ramada Resort celebrated Christmas by distributing cakes at the Anganwadi built by it, in Kumbalam Panchayat. The children from the nearby houses, their parents and ward members were present at the function



Christmas celebrations at Corporate House



Christmas celebrations at BI, Ongole



Christmas celebrations at Symega Flavours



15 students from across India successfully completed a 2 month HSR Training program jointly organized by the Ministry of Tourism, Govt of India, Institute of Hotel Management and Catering Technology (IHMCT), Kovalam and Ramada Resort, Kochi. The students were assessed by the IHMCT Kovalam and were awarded the skill certifications. Certified students with the Principal, IHMCT, Kovalam & Corporate HR Manager of Ramada Resort during the passing out ceremony.