EMPLOYEE RECOGNITION

<Organization Name> believes that employees should be acknowledged and appreciated for their efforts in our organization. <Organization Name> has therefore instituted a recognition program to show our appreciation to workers in a fair and consistent manner.

SCOPE

This policy applies to all <Organization Name> employees.

POLICY

<Organization Name> recognizes that every employee must be seen and appreciated as individuals for their unique efforts. <Organization Name>, therefore, commits to providing frequent, specific, timely, public, and value-based recognition.

Employees will be recognized and rewarded for their contributions, commitment, and service to <Organization Name>.

The Employee Recognition Program provides informal and formal procedures to recognize and reward employees for excellent job performance, service, and commitment to <Organization Name>’s goals and strategic priorities.

Informal Procedure

Non-monetary prizes or small monetary prizes that are developed or communicated by management for exceptional achievement are encouraged to be provided frequently, if not on a day-to-day basis. This is the most effective way of immediately rewarding and acknowledging employees' accomplishments. Informal recognition is usually expressed in the form of a personal or vocal thank you, an email or personal letter to the recipient, discussing accomplishments at team meetings, or a day off from work. Informal recognition may be made public and posted on the company’s intranet and/or bulletin boards.

Formal Procedure

Formal recognition is commonly used to describe any organized program with a specified set of criteria and processes that honours employees for achieving great objectives. Formal rewards are an alternative to spontaneous prizes, which are offered on the spot. Formal rewards are more prepared than non-formal rewards.

<Organization Name> will give X number of formal rewards in a year/month/week, including the following:

* [List the awards to be given (e.g., top performer)]

Recognition shall be announced at events such as the following:

* [List events (e.g. company anniversary)]

**Eligibility for Formal Recognition**

Before an employee is eligible for awards and recognition, the following requirements must be met:

* The employee must be a regular employee of <Organization Name>.
* The employee should have worked at <Organization Name> for at least [insert number] months

Performance which qualifies for honour and recognition

1. Exhibiting <Organization Name>’s mission and goals while executing one’s duties.
2. Outstanding contribution to promoting motivation in the workplace.
3. Excellent team-building abilities.
4. Innovative approach towards issues based on organizational values.
5. Contributing to the accomplishment of organizational objectives via service above and beyond the call of duty.
6. Outstanding contribution to customer service-related activities.
7. Creating innovative waste-reduction methods at work.
8. Going the extra mile by taking on additional responsibilities when the department is understaffed.

**Process**

* The [person/department in charge] will oversee all awards to ensure that they are issued fairly, transparently, and in conformity with strategic principles. This includes when prizes will be given (quarterly, yearly etc.). They are tasked with making sure:
  + Employees know the reason for the recognition program and are confident that the rewards are appropriate to the level of success and effort represented.
  + Participants in the program trust that the recognition method is fair and objective. As a result, all employees who satisfy the award standards should be included and honoured.
  + All rewards are consistent with the culture of the firm.
* <Organization Name> invites nominations from colleagues all year long regarding co-workers who should be recognized.
* If the nominating manager or staff would like to present numerous awards to the same employee, they should consult with the [person/department in charge] to ensure fairness and equity in approach and execution.

**Training**

The organization will ensure all managers are aware of best practices regarding recognition as outlined in this policy. Training will emphasize the goal of the recognition program as well as the guidelines, especially for nominations and selection.