## YEARS OF SERVICE REWARD POLICY

<Organization Name> is dedicated to providing support and recognition to its employees. The purpose of this policy is to outline gift-giving guidelines for <Organization Name>, so that giving is done in a fair and consistent manner.

POLICY

Years of Service Anniversaries

<Organization Name> strives to recognize the loyalty and dedication of its employees, appreciating their contributions to the company. In the spirit of that, the company will recognize employees according to their length of service at various five-year thresholds. The gifts provided will be announced at the (Insert when: start of the calendar year; on the employee’s work anniversary), and will follow the chart below.

There will be no exceptions in terms of the gift provided.

| **Years of Service** | **Amount of Gift** |
| --- | --- |
| 10 Years of Service | Insert |
| 20 Years of Service  | Insert |
| 25 Years of Service  | Insert |
| 30 Years of Service | Insert |
| 35 Years of Service | Insert |
| 40 Years of Service | Insert |

This policy is not intended to place a cap on employee celebrations, but rather, the employer portion of money that is to be contributed.

Note: <Organization Name> will follow all CRA regulations in terms of taxable benefits for its employees and will tax the gifts accordingly. Employees will expect to receive their monetary gift on the paycheque following their work anniversary.

Employees with any questions regarding this policy are asked to discuss them with management.

Managers who do not adhere to this policy by overspending or failing to recognize a staff member in a purposeful way may face corrective action.