

# Employee recognition and award policy

## 1. Purpose

The purpose of this policy is to provide a framework for employee recognition and award programs.

## 2. Scope

This policy applies to all RedR employees. RedR may extend the employee recognition program to volunteers, interns/ work placements, associate trainers and contractors.

## 3. Policy Statement

RedR recognises people are central to our success and aims to foster a workplace culture to encourage and acknowledge contributions and behaviours that are aligned with organisation's mission and values. The Employee Recognition initiative forms part of RedR's broader attraction and retention strategy.

The objectives of the Employee Recognition program are to:

- provide recognition based on significant contribution
- recognise contributions that support individual, team or department objectives
- mechanism to provide timely recognition either periodically or immediately
- provide for both manager and staff initiated recognition

RedR will foster an informal and formal recognition and reward. In regards to informal recognition, Managers and peers are encouraged to recognise each other's contribution e.g. through feedback, meetings.

Formal recognition fall under two broad categories of:

- Length of Service
- Recognition of Excellence

As way of recognising formal contributions, a one-off non-cash gift or small incentive may be issued e.g. gift vouchers, movie ticket. In accordance with ATO guidelines, these may only be provided on an ad hoc and irregular basis.

All formal recognition requests will approved by the RedR Senior Management Team (SMT). HR or Finance will be responsible for arranging the purchase of the one-off non-cash gift or small incentive.

## 4. Principles

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## 5. Procedures

Formal Recognition

- a) Nominations of individuals or groups may be made by:
  - i. managers/supervisors or other appropriate delegate
  - ii. co-workers
  - iii. self-nomination
- b) Forward nominations to Director of the relevant department or HR or CEO.
- c) Approval of nomination by SMT.
- d) HR or Finance to arrange one-off non-cash gift or small incentive
- e) Department Manager or CEO to announcement the formal recognition
- f) Record keeping - update the Employee Recognition register in the Handbook

## 6. Related policy and documents

- RedR Staff Terms and Conditions
- Code of Conduct
- RedR Values and Behaviours

## 7. Document control

<b>Reviewed by:</b>	P&C Director
<b>Approved by:</b>	CEO
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