

1. Introduction

This policy sets out the details of Autocraft Solutions Group "employee of the month" scheme, the objective of which is to recognise employees who have performed particularly well each month over and above the requirements of their day-to-day role.

The scheme is an essential part of the reward strategy of the organisation. It aims to motivate employees to achieve high standards, encourage innovation, promote high levels of customer service and celebrate success.

This policy does not form part of your contract of employment, and may be reviewed, amended, or withdrawn at any time without notice. Any changes will be communicated as appropriate.

2. Scope

This policy applies to all Autocraft Solutions Group Employees.

3. Aims

This policy aims to provide guidance on the process of recognising monthly performance over and above the requirements of the day-to-day role.

4. Criteria for Nomination

It is expected that nominations are based on exceptional performance over and above of what would normally be expected as part of the day-to-day role. It is likely that there will be an unusually high level of performance in one or more of the following areas:

- Productivity - exceeding output expectations.
- Customer Service - going the "extra mile" for a customer.
- Exceptional Effort - giving an exceptional level of support to the organisation.
- Creativity - being particularly innovative.
- Being Proactive - taking charge of a situation or solving a difficult problem.

5. Nomination limitations

There will be no "employee of the month" in December.

6. Eligibility

All employees of Autocraft Solutions Group are eligible to be nominated. Non-employees (such as agency staff or contractors) cannot be nominated.

7. Process of Nomination

Nominations will be accepted from colleagues, management, or customers. Nominations should be submitted to Human Resources using the Employer of the Month Nomination Form (available on the intranet or from Human Resources)

Customers wishing to nominate an employee should email hr@autocraftsg.com following policy criteria guidelines, giving as much information as possible.

Nominations must be sent to the HR department by the 1st day of each month. Customer nominations are collated by Human Resources department on a monthly basis.

Human Resources will review nominations to ensure that nomination criteria have been met. In the event that criteria is not met, the Nominator will be advised, and the nomination withdrawn from the process.

Doc No	Owner:	Authorised:	Location:	Classification:	Issue Date:	Page:
F4044	QHSE	S Ridley	Intranet/IMS/Policies	ASG	6/3/2023	Page 1 of 2

8. Selection process

In the event that there is more than one nomination that meets nomination criteria, one name will be 'drawn from a hat'. The draw will be made by Human Resources in the presence of a Board member.

9. Transparency & Publicity

The employee of the month will be announced on the 7th Day of each month. The announcement will include:

- A list of all of the employees nominated that month
- A profile of the employee of the month
- An explanation of what the individual did to receive the award.
- Special mention in the employee newsletter.

An announcement will be placed on the intranet, noticeboards and e-mailed to all staff.

10. The nature of the award

The recipient of the award will receive:

- £50.00 paid via the expenses process (or high street vouchers to the value of £50.00)
- A certificate

11. Monitoring & Review

This policy will be monitored and reviewed on a regular basis; any changes will be communicated as appropriate.

Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New Policy	T Pugh	B Barr	10 June 2024
2	7	Change of email address	T Pugh	B Barr	12 June 2024