

# COLLEAGUE OF THE MONTH POLICY



CARVANSONS

A World of Fragrance



## Colleague of the Month Policy

### 1. Scope

The Company rewards exceptional performance and good work from colleagues through nominations for Colleague of the Month. The Colleague of the Month Award is a small token of the Company's appreciation for excellent work. Colleagues may excel in areas such as exceptional customer service, displaying excellent teamwork or individual work skills, going above and beyond their job roles, displaying exceptional performance.

### 2. Reward

A certificate will be issued by HR, to be presented to the colleague. In addition, the colleague will receive a £50.00 shopping voucher.

### 3. Guidelines

To allow a fair distribution of rewards under the Colleague of the Month scheme, a single colleague may only win the award once in any 12-month period. If, however, a colleague does not win in month one, they may be nominated again and may win in a subsequent month.

Any full-time or part-time colleague may be nominated for the award, but the award may only be given to colleagues. Contractors, Agency, Self-employed individuals are not able to take part in this scheme.

The Colleague of the Month scheme is overseen by HR and is monitored and reviewed annually to ensure the scheme remains up to date and any necessary alterations are made to the scheme.

The scheme is run by the HR Manager, the Scheme Head.

### 4. Nominations

- Give a KUDOS to let the colleague know they've done something 'above and beyond.'
- Please complete a KUDOS form on BreatheHR.
- Colleagues can be nominated by their line manager or by a colleague within their team or from other teams.
- Nominations must be uploaded to BreatheHR by the last day of each month.



## 5. Employee of the Month Committee

The Committee Head (HR Manager) will meet with the Management Team once a month to discuss the nominations put forward and to reach a decision. Details of the nominations at the monthly meeting will be circulated one week before.

The committee will take account of the recent performance; the value of the contributions made by the nominated colleague; and the impact of the actions taken by the colleague on the Company will also be considered during the committee's deliberations.

A vote will be held. If there is no clear winner and more than one nomination receives equal votes, the Committee Head will make the ultimate decision.

## 6. Announcing Colleague of the Month

The winner's name will be announced via BreatheHR with details of the nomination and the committee's reasons for selecting the colleague for the award. The colleague of the Month Certificate and prize award will be issued via HR

## 7. Yearly Nomination

At the end of the calendar year, there will be an additional opportunity to select a Colleague of the Year.

Nominations can be put forward to the committee, who will short list 10 colleagues for a vote.

All colleagues will have the opportunity to place a vote for one of the selected 10 colleagues to be awarded Colleague of the Year.

This could be a previous 'Colleague of the Month' winner or someone who hasn't been awarded a winner in the current year.

The vote will take place via BreatheHR and the winner will be announced during January of the following year.

The winner will receive a shopping voucher to the value of £250.00