



## 2.9 Recognition Policy

### Intent

The employer recognizes and values the efforts and accomplishments of its staff members and the contributions they make towards the success of the company and has adopted this policy to ensure that staff are duly recognized.

### Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing recognition. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Definitions

Organization-Wide Recognition– Annual awards such as employee, manager and volunteer of the year etc. given to individual employees who demonstrate excellence and innovation in meeting the objectives of the organization.

Department-Wide Recognition– Formal and informal recognition given at a departmental level to individual employees or teams for outstanding contributions and accomplishments which best reflect the department's mission, vision and values.

Formal Recognition– Organization-wide and/or department-wide recognition that is provided, following a formal process of nominations and voting/management consideration.

Informal Recognition– Acknowledgment of day-to-day accomplishments in the workplace.

Service Award – Recognition provided for a staff member that has a long history of dedication and service; 5, 10, 15, 20 and 25 years of service will be recognized at the discretion of the General Manager.

Service Appreciation – Recognition provided to acknowledge the service and efforts of a long-standing staff member upon receipt of their intent to retire.

### Guidelines

The employer will ensure that recognition reflects the staff member's ability to successfully meet or exceed defined corporate objectives, goals and values.

1. Management shall be responsible for the coordination of the annual company awards ceremony.
2. Each department will be responsible for effectively documenting laudable service achievements and communicating these achievements. Individual departments will provide recognition, and may also submit the information for organization-wide recognition and/or award(s).
3. Management will monitor and evaluate recognition programs, and revise as appropriate.