## **Employee recognition programs policy template**

### **Brief & Purpose**

At [Organization Name], we believe in the power of recognizing and celebrating our employees' achievements. This policy aims to acknowledge the hard work, dedication, and contributions of our team members, reinforcing our organizational values and promoting a culture of excellence.

### **Scope**

This policy applies to all full-time employees of [Organization Name].

### **Guidelines**

Employees can be nominated for significant contributions to the company's success.  
Rewards should be meaningful and reflect the achievement.  
All recognitions should align with the company's values and promote a positive work culture.  
Monetary rewards are separate from regular salaries or bonuses.

### **Nomination and selection**

Nominations can be submitted by colleagues or managers, highlighting the nominee's achievements. A committee will review these nominations quarterly, selecting individuals who best exemplify [Organization Name]'s values and have made significant contributions.

### **Types of recognition**

Performance Awards: For employees who consistently meet or exceed their targets.  
Innovation Awards: For those who introduce beneficial new ideas or processes.  
Service Awards: Recognizing long-serving employees.

### **Conclusion**

At [Organization Name], we understand the importance of acknowledging our team's efforts. Through this policy, we aim to foster a culture where excellence is recognized, celebrated, and emulated.