

PBS Employee Recognition Procedure

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1. SCOPE & PURPOSE

PURPOSE

- To publicly recognise, thank and reward any PBS employee's outstanding work performance.
- To specify the type and value of a recognition award.
- To detail the eligibility of those able to receive a recognition award.

SCOPE

The award can be applied to any eligible member of the PBS workforce.

This policy outlines the requirements for the issuing of recognition awards to nominated and stated employee groups within the PBS organisation.

2. DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Employing companies "PBS"	Ponticelli UK Ltd (Ponticelli), Brand Energy & Infrastructure Services UK Ltd (Brand) or Semco Maritime Ltd (Semco)
Voucher	A non-cash retail gift voucher.
Department Manager.....-	Those Department Managers, Focal Points or Leads as appear on the PBS Management Structure Organisation chart.

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3. ELIGIBILITY

3.1 ELIGIBILITY

The recognition and award process applies to any Employees of *Ponticelli, Brand or Semco* within the PBS workforce, both On and Offshore, including:

- Direct Hired Permanent, Full Time and Part Time employees
- Direct Hired Fixed Term employees
- Secondees to the PBS employing companies from the employing companies
- Apprentices and Improvers to the PBS employing companies

3.2 EXCEPTIONS

Awards should not be made to such individuals who, at the time of award recommendation, are:

- Currently under any disciplinary investigation or action
- Under any performance management or improvement plan
- Subject to working their notice period and due to leave the organisation
- Providing 3rd party vendor or Limited Company services to PBS

4. RESPONSIBILITIES

Nominated or recognised by:	Approved by	Certificate created by	Presented by
Anyone	HR/Department Manager	PBS HR	Dept Manager or Higher

Anyone To nominate an employee for a recognition award and inform management of outstanding work.

Department Manager Those Department Managers, Focal Points or Leads as appear on the PBS Management Structure Organisation chart
To receive and approve or decline.
To request a ***Certificate of Recognition (Appendix 2)*** for the nominated employee and organise appropriate venue for award.

Dept Manager Cont. To present award.

PBS HR To create a certificate.
To update the Intranet.
To maintain a stock of Vouchers and assign distribution and cost to relevant departmental budget.

Senior Management To share the news within townhalls and site visits and any reporting as required.

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5. PROCEDURE

The founding principle of the employee recognition award is to recognise and show appreciation for particular and outstanding performance, exceptional acts or achievements and showcasing PBS's Core values within work related activities by an individual or a team within PBS, which improve PBS's performance, significantly reduce expenditure, notably raise the company's image, demonstrate commitment to the PBS Core Values; Safety, People, Integrity, Teamwork and Excellence; and to share their achievement or contribution with the wider company.

The award is not intended to be used as any form of payment, persuasion or any other purpose other than for the explicit recognition of outstanding work and achievement above the expected high quality of normal work output.

The following processes will apply when giving a recognition award:

5.1 Client Awards

- The PBS recognition program will not compete with a client's own recognition process already in place
- PBS employees may still receive the client's own recognition award
- PBS will not give an award in addition to a client nominated and issued award for the same exemplary actions.

5.2 Award Selection

- Recommendations for an award may be made by **any employee (using the Microsoft form detailed here [PBS Intranet - Employee Recognition Procedure - All Documents \(sharepoint.com\)](#)**.
- An award may be presented to an employee at any level of the business
- These awards are given as formal recognition of a one-time achievement and performance above expectation which benefits the Company or client, rather than sustained performance
- The awards are discretionary and granted for exceptional acts or achievements in accordance with PBS Core Values
- Awards are special and should be decided upon with restraint and in reasonable numbers, to ensure that they do not become expected or the norm.

5.3 Award Description

A non-cash gift voucher which can be spent in a retail store, a certificate of appreciation and public notification.

The gift is not provided under a salary sacrifice or other arrangement.

Award items:

- A gift voucher
- An Award Certificate

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- A public presentation (potentially a department meeting or PBS Townhall)
- Public notification and recognition (Intranet)

Awards will be authorised for publication in any internal Company media and may also be used in additional external media if deemed relevant with the employee's permission.

5.4 Presentation of Award

- The Manager responsible shall present the award and certificate to the employee concerned
- Request someone to take a photograph of the certificate being issued

6. ADMINISTRATION OF AWARD

The Employee Recognition Award scheme shall be funded through the local PBS Overhead Cost and will not be invoiced to Clients.

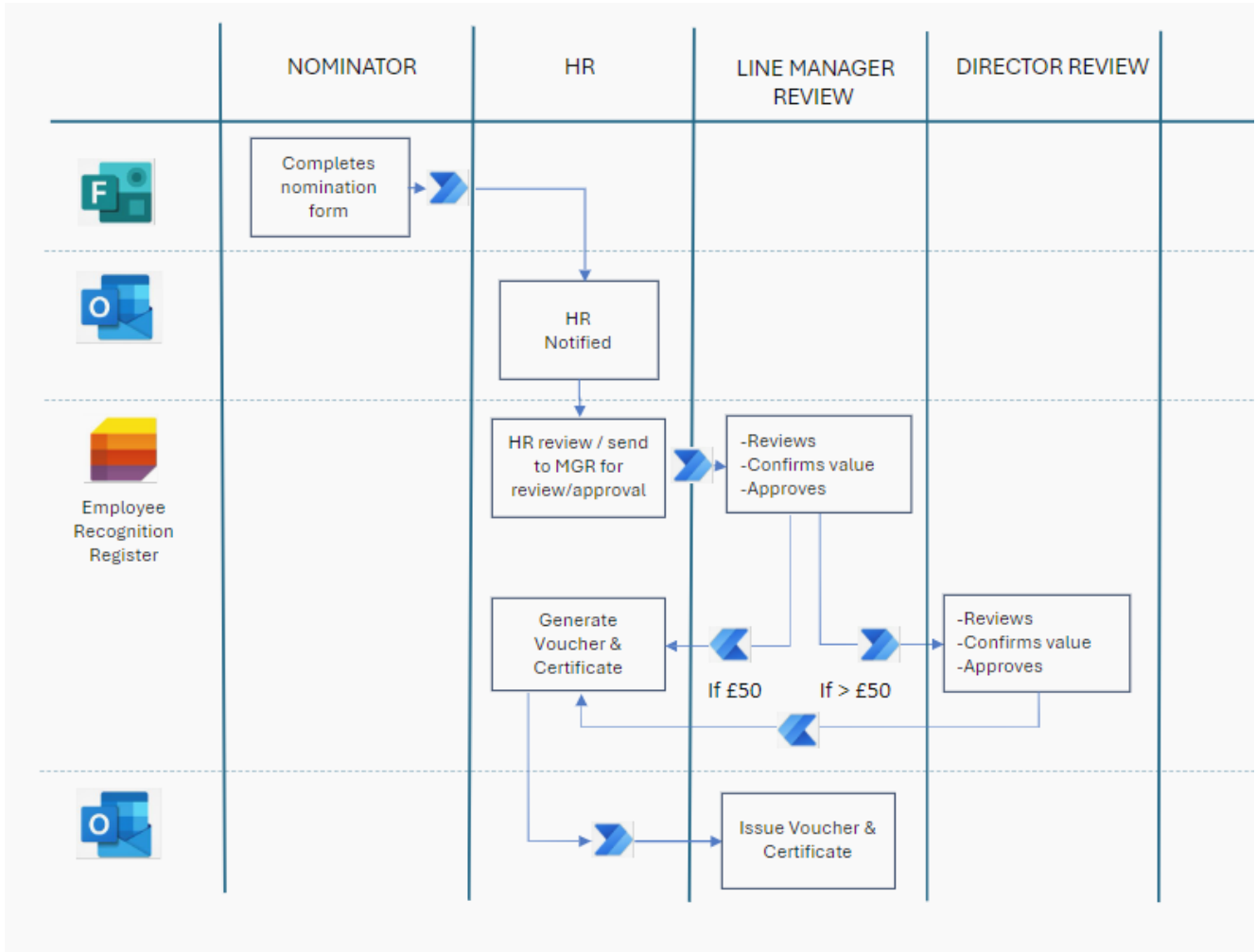
PBS HR

- Will maintain a database of all approved awards issued within PBS and assigned vouchers
- Will hold vouchers centrally and issue to managers and when recognitions are received for processing
- Will manage the voucher stock and replenishment accordingly
- Will upload photograph on the Intranet
- Will upload on to the Employee Forums for the relevant period.

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7. APPENDICES

Appendix 1 – Employee Recognition Procedure :



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Appendix 2 – Recognition Award Certificate example :

