**An employee of the month policy**

The Company rewards exceptional performance and good work from employees through nominations for Employee of the Month. The Employee of the Month award is a small token of the Company’s appreciation for excellent work.

Employees may excel in areas such as exceptional customer/client service, displaying excellent teamwork or individual work skills, going above and beyond their job roles, displaying exceptional performance, or providing exceptional service to customers.

* Reward

A certificate will be issued by *[insert name/position],* to be presented to the employee together with a reward chosen at the discretion of the Company.

Also, the employee will receive *[insert details of the rewards available - gift vouchers, money etc].*

*[Optional]* Monetary rewards will be paid through payroll and subject to normal tax and national insurance contribution deductions.

* Guidelines

To allow a fair distribution of rewards under the Employee of the Month scheme, a single employee may only win the award once in any 12 months. If, however, an employee does not win in month one, they may be nominated again and may win in month one.

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

The Employee of the Month scheme is overseen by the HR Department 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 *[insert name and position]*, the Scheme Head.

* Nominations

*[Select from the paragraphs below and delete as appropriate]*

Please email your nominations for Employee of the Month to *[insert email address]*, stating the full name of the employee and their department, together with your name and department. You will receive a receipt acknowledging your nomination.

*[OR]*

Please fill in the form on the intranet for submission of your nomination to the Committee.

Nominations must set out a reason as to why the employee is being nominated so that the Committee can consider the nomination reasons when reaching their decision on who to award Employee of the Month to.

Employees can be nominated by their line manager or by a colleague within their team or from other teams.

Customers/clients may also nominate employees. The process for customers/clients involves filling in the Customer Satisfaction Questionnaires which are issued regularly. Any nominations on these questionnaires will be forwarded to the Committee for inclusion in that month’s nominations.

Nominations from all sources must be received by the *[insert date]* of each month. Any nominations received after that date will be taken forward into the following month’s nominations.

* An employee of the Month committee

The Committee Head will meet with the Department Managers and the HR Department once a month to discuss the nominations put forward and to reach a decision for Employee of the Month.

Details of the nominations at the monthly meeting will be circulated two weeks before. The names of the person who nominated the employee, and the employee’s name, will be anonymized/redacted as far as possible so that nominations are judged on the reasons. If this cannot be achieved for a particular nomination, none of the other nominations will be anonymized/redacted. This exercise will be undertaken by the Committee Head prior to circulating that month’s nominations.

The Committee will take account of the recent performance; the value of the contributions made by the nominated employee; and the impact of the actions taken by the Employee on the Company will also be considered during the Committee’s deliberations.

The monthly meeting will take place on *[insert date]* of each month, and the Committee will meet to decide on Employee of the Month. 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.

* Announcing Employee of the Month

The Committee’s decision will be released on the *[insert date]* of each calendar month. Details of the winner will be passed to the employee’s line manager, who will relay the winning certificate to the employee.

The winner’s name will be announced on the intranet with details of the nomination and the Committee’s reasons for selecting the employee for the award.