

LOGICACMG SERVICES RECOGNITION SCHEME

GUIDELINES

Introduction

The LogicaCMG Services Recognition Scheme has been designed to enable staff to nominate colleagues who they deem to have performed over and above the requirements of their role in order to add value to the business. All staff can nominate and be nominated and it will operate on a monthly basis, with a prize for the successful nominee.

Why Recognise?

Recognition of effort beyond reasonable expectation not only motivates the person being thanked, but also those in their team and peer group. This in turn increases productivity and efficiency. It also enables employees to identify with the Company, when they realise that their efforts do not go unnoticed. This is especially valuable in challenging times.

How do I nominate?

If you want to recognise someone you work with, you will need to complete a nomination form (attached). This asks you to explain what the nominee's normal role is and what they have done that has meant that they have gone above and beyond what is expected of them. Please ensure that you keep all nominations confidential; do not tell the nominee that they have been nominated or let their friends or colleagues know.

Who do I send the nomination to?

Before you send the nomination form, you will need to get the approval of the nominee's Line Manager and Staff Consultant. They will have to countersign the form or at least receive it electronically. Once this is done, the last person on the e-mail trail should send it to Kate Herbert (kate.herbert@logicacmg.com) and post it to her at SH/3HR.

When do I have to get my nomination in by?

24th of each month.

Who decides the winner?

The Management Team will decide the winner at the next Management meeting. The winner will then be presented with their prize at the next suitable opportunity. There may be months where there is more than one winner, depending on the quality of the nominations.

Can I nominate a whole team?

Yes, but you must be very clear about what the team has achieved and how they have done it. You also need to be confident that the whole team was responsible for the achievement, not just one or two individuals in that team.

What is the prize?

Each winner will have the option of choosing an Red Letter Day experience or a tax-free sum credited as part of the salary. If a team wins, each team member will be able to choose their prize option.

LOGICACMG SERVICES REWARD SCHEME NOMINATION FORM

Please type your nomination in the boxes below.

Nominations should be submitted to Kate Herbert via signed hard copy SH/3HR **AND** e-mail: kate.Herbert@logicacmg.com by the 24th of each month.

Name _____

Staff Number _____

Division/Unit Number _____

Job Title _____

1. Please detail the nominee's length of time on the project or current role and the nature of their job.

2. In what way has the nominee performed over and above their normal job role in order to add value to the project or the business?

3. Please add any additional information or comments:

Nominator's Signature _____

Print Name _____ Date _____

Line Manager's Signature _____

Print Name _____ Date _____

Staff Consultant's Signature _____

Print Name _____ Date _____