


Issuer: Group Human Resources	Issued to: All employees	Document Approved by: Group Director Human Resources	Revision No:01	
			Date 1/1/2015	
Living Hemas Values Award				

01. Objective

As we continue to grow, our businesses become ever more complex. Shared, well-communicated, up-to-date corporate values are critical to ensure that we do not lose sight of the Vision created by the founders.

We are not perfect; our actions may occasionally fall short of our aspirations. Such shortcomings should be viewed as an opportunity to learn, refocus our efforts, and live up to our values.

This Award is designed to recognize the staff who continuously strives to up-hold these values by living “The Hemas Values”.

02. Eligibility

Employees of all grades are eligible.

03. Criteria

Nominations are evaluated based on the Individual contribution to the organization; following will be the Criteria's for the nominations;

Employee's who display one or more core values;

- Passion for Customers
- Obsession for Performance
- Driven by Innovation
- Concern for People

And thereby make a significant contribution to the organization.

04. Awards Frequency

Quarterly Awards

Awards will be presented on a quarterly basis at a GMC meeting.

Q1 - Apr - Jun

Q2 - Jul - Sep

Q3 - Oct - Dec

Q4 - Jan - Mar

Grand Award

A grand award will be presented for the respective year during the CEO's awards. Selection will be from the quarterly award winners.

(All awards will be on group basis and not on a Sector basis)

05. Nominations

- Any individual can nominate another individual irrespective of the grade (there is no limit to the number of nominations)
- Nominations should be sent in writing to the Group Director Human Resources. (Using the attached form) by end of each quarter. Nominations should reach the GDHR within the last week of the quarter.
- Each nomination should be descriptive, by indicating what Value was displayed and how? It could be event or series of events.

06. Selection


Committee appointed by the GEC will evaluate the nominations and will make a recommendation to the GEC for approval.

07. Winners

There will be only one winner for a quarter. Winner will be presented with a Cash award and a Certificate. Also the nominator will receive an award for identifying and nominating.

08. Commencement

Living Hemas Values awards will commence from the last quarter of 2007 (Oct- Dec).

Issuer: Group Human Resources	Issued to: All employees	Document Approved by: Group Director Human Resources	Revision No:01	
			Date 1/1/2015	
Living Hemas Values Award - Nomination form				

Name of Nominee:

Sector & Subsidiary:

Quarter:

Value Displayed	
Justification for the nomination	

Name Signature of Nominator:

Sector & Subsidiary: