**🌟 Employee Recognition Program 2025 – Full Program Brief**

**📅 Launch Date:** August 1, 2025  
**🏢 Organized By:** Human Resources Department  
**🎯 Purpose:** *"Celebrating Excellence, One Nomination at a Time"*

**🧠 Program Overview**

The **Employee Recognition Program** is a new initiative designed to spotlight and celebrate the outstanding contributions of individuals and teams across the company. Whether it’s going above and beyond in a project, demonstrating exceptional teamwork, or embodying our core values, this program ensures that excellence does not go unnoticed.

The program is **open year-round**, with **monthly nomination cycles** and **quarterly highlights**. Winners will be featured in the company newsletter, receive personalized awards, and gain visibility across the organization.

**🏆 Recognition Categories**

Employees can be nominated in the following categories:

1. **🌟 Excellence in Execution**  
   For delivering high-quality work with precision, consistency, and impact.
2. **🤝 Team Spirit Award**  
   For fostering collaboration, inclusivity, and a positive team environment.
3. **🚀 Innovation & Creativity**  
   For introducing new ideas, solutions, or improvements that drive progress.
4. **🧭 Leadership in Action**  
   For demonstrating initiative, mentorship, and leading by example.
5. **💡 Customer Champion**  
   For going the extra mile to enhance customer satisfaction and experience.
6. **🌱 Growth & Learning**  
   For showing commitment to personal development and continuous learning.

**📋 Nomination Process**

* **Who Can Nominate:** Any employee can nominate a peer, direct report, or manager.
* **How to Nominate:** Submit a nomination form via the Recognition Portal.
* **Deadline:** Nominations are due by the **25th of each month**.
* **Review Committee:** A cross-functional panel of HR representatives and department leads will review submissions.

Each nomination should include:

* Nominee’s name and department
* Category of recognition
* A brief description (150–300 words) of the contribution or behavior being recognized
* Optional supporting materials (e.g., screenshots, testimonials)

**📰 Recognition & Rewards**

**Monthly Winners Will Receive:**

* A personalized digital certificate
* A feature in the **monthly company newsletter**
* Recognition on the **intranet homepage**
* A \$100 gift card or equivalent reward
* A shoutout during the monthly All-Hands meeting

**Quarterly Spotlight Honorees Will Receive:**

* A custom trophy or plaque
* Lunch with an executive leader
* A profile feature in the quarterly “Voices of Excellence” series

**📅 Program Timeline**

| **Date** | **Activity** |
| --- | --- |
| August 1 | Program Launch |
| August 25 | First Nomination Deadline |
| August 30 | First Round of Winners Announced |
| Every 25th | Monthly Nomination Deadline |
| Last Friday of Each Month | Winner Announcements |
| December 15 | Annual Recognition Gala (Hybrid Event) |

**💬 Why Recognition Matters**

Studies show that employees who feel recognized are:

* 4x more likely to be engaged
* 5x more likely to feel connected to company culture
* 3x more likely to stay with the organization long-term

This program is part of our broader commitment to building a culture of appreciation, where every contribution is seen, valued, and celebrated.

**🧭 FAQs**

**Q: Can I nominate someone from another department?**  
A: Absolutely! Cross-departmental recognition is encouraged.

**Q: Can I nominate the same person more than once?**  
A: Yes, but each nomination must be for a distinct contribution.

**Q: Are nominations anonymous?**  
A: No, nominators are identified, but feedback is shared respectfully and constructively.

**Q: Can teams be nominated?**  
A: Yes, team nominations are welcome and will be recognized collectively.

Let’s celebrate the people who make our company exceptional—one nomination at a time.