

Employee of the Month

Purpose:

Employee of the month program was developed to recognize the special contributions and the outstanding efforts of [REDACTED] employees. This policy outlines the criteria for election of the employee of the month, Selection Committee and the recognition of employee.

Nomination rules

- Each manager nominates an employee per month *on the 20th of each month*, either from their own or other teams.
- An employee, who won before 'employee of the month' award, cannot be nominated again within the *same half-year*; to give an opportunity for other employees to be nominated.
- *Deadline to receive the Employee of the month nominee is the 30th or end of each month.*
- Nomination is described in this document and sent to **Group L&D Manager Karim Youssef** to be presented for voting in the monthly management meeting.
- *Every Manager should provide the required evidence for nomination and show how this impacted the business, department and or our customers positively.*
- *Nominees should achieve the required % regarding to Adherence to attendance and grooming which is 85% for each, in addition to 0% of receiving verbal and or written warning letters.*
- *Each Manager will be informed in case the first nominee didn't pass the above criteria within 3 working days after being nominated, so Manager will have the opportunity to nominate a 2nd nominee; in case the first one didn't pass the above criteria.*
- *Employee of the month winner will receive a recognition certificate in addition to valuable gift*

Nomination criteria

Exemplary attitude (all over or in specific actions) in terms of (at least one of) the following:

- ☐ Employee delivered a project or target within less **time** and **budget** and with high **quality** standards.
- ☐ Employee demonstrated outstanding level of work performance or had special contribution in his/her daily routine work.
- ☐ Employee showed dedication and professionalism in representing the company.
- ☐ Employee work and spirit helped in solving problems and meeting targets.
- ☐ Employee contributed to the success of other staff or clients.