

Leader Of The Quarter

Purpose:

Leader Of The Quarter program is developed to recognize the special contributions and the outstanding efforts of [] [**Managers, Section Heads and Team Leaders**]. And to provide (Chief officers, Directors and Managers) “Nominator” a tool/method of rewarding & encouraging best performers. This policy outlines the criteria for election of the leader of the Quarter, Selection Committee and the recognition of Leaders.

Nomination rules

- Each (Chief officer, Director and Manager) nominates a Leader per quarter on the 20th of the last month of the quarter, either from their own or other teams.
- A Leader, who won before ‘Leader of the quarter’ award, cannot be nominated again within the same year; to give an opportunity for other Leaders to be nominated.
- Deadline to receive the **Leader of The Quarter** nominee is the last month of the quarter (March, June, September & December).
- Nomination is described in this document and sent to **Group L&D Manager Karim Youssef** to be presented for voting in the **Rewarding** part within the management meeting based on Kirkpatrick Model for changing behavior.
- Every Nominator should provide the required evidence for nomination and show how this impacted the business based on the balanced score card pillars and or department.
- Nominees should achieve the required % regarding to following;

Criteria	Weight	Results
Manager recommendation (Internal Process- Finance-People-Customer Satisfaction) (Approved Initiatives)	40%	100%
Direct reports EES quarter Score (My Manager and Me) Parameter	30%	85%
Adherence to Attendance <i>*(didn't exceed the 4 hours allowance)</i>	10%	98%
Adherence to Grooming policy <i>*(1 grooming ticket is acceptable)</i>	10%	75%
Warning letters	10%	100%
	100%	92.8%

- Each Nominator 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.
- **Leader of the quarter** winner will receive a recognition certificate in addition to a valuable gift

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Nomination criteria

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

- Leader initiate and was proactive in developing an action plan that impacted one or more of our balanced scorecard perspectives.

Perspective	Objectives / KPI's / Targets and Initiatives
Financial	This perspective views organizational financial performance and the use of financial resources
Customer & Stakeholders	This perspective views organizational performance from the point of view the customer or other key stakeholders that the organization is designed to serve
Internal Process	This perspective views organizational performance through the lenses of the quality and efficiency related to our product or services or other key business processes
Organizational Capacity or Learning & Growth	This perspective views organizational performance through the lenses of human capital, infrastructure, technology, culture and other capacities that are key to breakthrough performance

- Leader achieved Average score at minimum 85% in the Employee Engagement Survey on the Parameter of (My Manager and Me)

Parameter	Question	Strongly Disagree غير موافق بشدة	Disagree غير موافق	Agree أوافق	Strongly Agree أوافق بشدة
My Manager (and Me)	My manager lives our values.				
My Manager (and Me)	I have a good relationship with my manager.				
My Manager (and Me)	My manager is passionate about what we do and how we do it.				
My Manager (and Me)	My manager clearly communicates what is expected of me.				
My Manager (and Me)	My manager involves me in setting my own objectives.				
My Manager (and Me)	My manager provides me with timely and relevant feedback.				
My Manager (and Me)	My manager provides me with recognition and praise for doing good work.				
My Manager (and Me)	My manager promotes open two-way communication.				
My Manager (and Me)	My manager helps me develop and use my potential.				
My Manager (and Me)	My manager has the courage to take the tough right decisions.				
My Manager (and Me)	My manager is trustworthy.				
My Manager (and Me)	My manager deals decisively with employees who perform under expectations.				