

MadeUpName, LLC

Employee Recognition Policy

Purpose

MadeUpName, LLC values the dedication and contributions of its employees. This policy establishes a framework for recognizing achievements, fostering motivation, and reinforcing company values through consistent and meaningful acknowledgment.

Scope

This policy applies to all employees of MadeUpName, LLC.

1. Objectives

- Encourage high performance, innovation, and teamwork.
- Strengthen employee engagement and retention.
- Promote alignment between employee behavior and company values.
- Create a culture of appreciation and recognition.

2. Types of Recognition

Recognition may be **formal** or **informal**, and **monetary** or **non-monetary**: - **Formal Recognition:** Annual awards, performance bonuses, or promotion announcements.

- **Informal Recognition:** Verbal praise, thank-you notes, peer nominations, or shoutouts in team meetings.
- **Spot Awards:** Small, immediate rewards (e.g., gift cards) for outstanding contributions.
- **Service Awards:** Recognition for years of service at 1, 3, 5, 10 years, and beyond.

3. Eligibility

All employees are eligible for recognition programs, provided they meet performance and conduct expectations. Contractors may be recognized informally for their contributions.

4. Criteria for Recognition

Recognition should reflect: - Exceptional performance or project delivery.

- Innovation and problem-solving.
- Collaboration and teamwork.
- Positive attitude and embodiment of company values.
- Leadership and mentorship.

5. Nomination and Selection Process

- Employees and managers may nominate individuals for recognition.
- HR and leadership will review nominations quarterly and determine award recipients for formal programs.
- Informal recognition may occur at any time at the discretion of managers or peers.

6. Communication of Recognition

Recognition should be communicated publicly whenever appropriate—during meetings, newsletters, or internal communication channels—to celebrate contributions and inspire others.

7. Funding and Approval

Recognition programs will be budgeted annually. Monetary awards require HR and management approval.

8. Responsibility

- **Managers:** Regularly acknowledge team contributions and model appreciation.
- **Employees:** Support and celebrate peers' achievements.
- **HR:** Coordinate formal programs, maintain transparency, and evaluate effectiveness.

9. Alignment with Other Policies

This policy complements the Performance Management Policy and Learning & Development Policy by reinforcing growth, excellence, and engagement.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department