

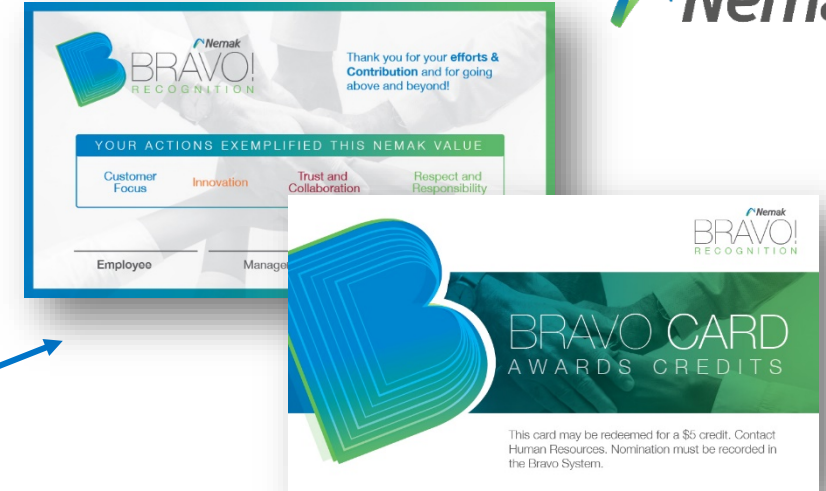
**BRAVO!**  
RECOGNITION

“On-The-Spot”

# On-The-Spot Recognition Process & Award



- Use BRAVO! cards to provide **on-the-spot** recognition to employees *(in any USA/CAN location)* for their efforts and contributions when the employee has gone beyond the call of duty and performed a particular outstanding project, product, action, or reflection of our values.
- Employees can recognize employees at other locations. Contact that site's HR to ensure the \$5.00 BRAVO! card is delivered to nominated employee.
- The employee can use the \$5.00 BRAVO! card towards an item at the "Nemak store" (locally) or towards a cafeteria item.
- Card can be redeemed directly at cafeteria. For Nemak store items, redeem through HR.
- Supervisors/Managers must record the card information in the on-line system.
- *All "Suggestion System" submissions are also rewarded with a Bravo Card*



Nemak Home  
Spot Recognition  
Formal Recognition  
Spot Recognition Reports  
Formal Recognition Reports  
Award Analytics  
Help  
Contact

**SPOT RECOGNITION**  
Use BRAVO! card to offer spot recognition to employees for the efforts and contribution when the employee has gone beyond the call of duty and performed a particular outstanding project, product, action or reflection of our values. Make sure to give the \$5 BRAVO! card to the employee you are recognizing.

Site:  Nemak Value:

I want to recognize the following individual or workgroup for on the spot recognition card to the following people.  
Name(s) of the employee(s) recognized:

Briefly describe the events or reasons for the recognition:

**SUBMIT RECOMMENDATION**

<https://usc.am.nemak.net:456/frmSpot.aspx>

# How to submit a BRAVO! “On-the-spot” award



1. Visit: <https://usc.am.nemak.net:456/frmSpot.aspx> or type in BRAVO in the “Applications” section on myNemak
  2. Ensure you click on “On the Spot Recognition”
  3. Complete the form, including employee name, division, the Nemak value that employee has demonstrated, and a brief description of why employee deserves recognition
  4. Submit Recommendation online and personally give recognized employee a BRAVO! card.
- ❖ BRAVO! Cards can be obtained through your local HR department

**BRAVO!**  
RECOGNITION

# Formal Recognition

# Formal Recognition Process *(individual or group)*



- Any Nemak employee may initiate the **Formal Recognition** Award process for any Nemak employee *at any USA/CAN location*
- Recognize an employee or work group for a significant contribution or prolonged excellence in one of the following **seven (7) elements**:
  - Safety, Quality, Delivery, Cost, Morale, Environment and or/Community involvement.
- A recommendation is submitted through the online form, or directly to a member of management (verbally or by email).
- The recommendation is presented to the Recognition Committee for that site. Recommendation should include: what the employee or work group did, when it occurred, and an outline of the accomplishments

FORMAL RECOGNITION

Recognize an employee or work group for a significant contribution or prolonged excellence in one of the following seven categories below. After submission, the recommendation should be presented to the Recognition Committee for the nominated employee's site. An employee should receive a formal recognition certificate and an award of the minimum value of \$10.

Site: Department:

Nemak Value:

Please select one of the categories for recognition:

☐ Quality ☐ Cost/ Productivity ☐ Morale ☐ Community Involvement ☐ Safety ☐ Delivery ☐ Environment ☐ Others

I want to recognize the following individual or workgroup for demonstrating continuous improvement efforts and/or significant contributions to the success of Nemak's USA/Canada business unit, in one of the above-noted areas.

Name(s) of employee(s) recognized:

01

Briefly describe the events or reasons for the recognition, including dates and other pertinent information:

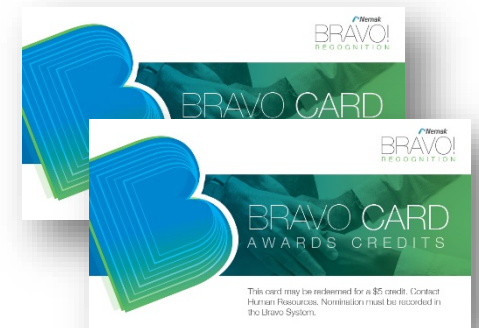
SUBMIT RECOMMENDATION

<https://usc.am.nemak.net:456/frmAward.aspx>

# Formal Recognition Award *(individual or group)*



- Upon consensus of the Committee, a **formal recognition** certificate is prepared and personally addressed to the award recipient and signed by the Plant Manager or other Executive member of management.
- The recommending member or the recipient's supervisor/manager at a business meeting, quality meeting or other appropriate departmental meeting, makes a formal presentation of both the certificate and the award to the award recipient(s).
- The recommended minimum value of the award is \$10.00 and can be in the form of a gift card, promotional gift or other similar recognition award (**BRAVO!** Cards).



Value: \$10 minimum

# How to submit a **BRAVO!** “Formal Recognition” award



1. Visit: <https://usc.am.nemak.net:456/frmAward.aspx> or type in BRAVO in the “Applications” section on myNemak
2. Ensure you click on **“Formal Recognition”**
3. Complete the form, including employee name, division, the Nemak value that employee has demonstrated, recognition category, and a brief description of why employee deserves recognition
4. Submit Recommendation online and present to the Recognition Committee for that site
5. Recognition committee prepares and presents a **formal recognition** certificate personally addressed to the award recipient, in addition to the award (gift card, \$10 Bravo! Cards, etc.)

**FORMAL RECOGNITION**

Recognize an employee or work group for a significant contribution or prolonged excellence in one of the following seven categories below. After submitting, a formal recognition certificate and an award of the minimum value of \$10 will be sent to the nominated employee's site.

Site:  Department:

Nemak Value:

Please select one of the categories for recognition:

☐ Quality ☐ Cost/ Productivity ☐ Morale ☐ Community Involvement ☐ Safety ☐ Delivery ☐ Environment ☐ Others

I want to recognize the following individual or workgroup for demonstrating continuous improvement efforts and/or significant contributions to the success of Nemak's USA/Canada business unit, in one of the above-noted areas.

Name(s) of employee(s) recognized:

❖ **BRAVO!** Cards can be obtained through your local HR department