

## HATS OFF AWARD CRITERIA

The *Hats Off* program is designed to provide a timely “tip of the hat” for a job well done, recognizing team members for exceptional service, commitment, and performance in day-to-day work. *Hats Off*-worthy actions demonstrate an exemplary commitment to organizational goals, strategic initiatives, or True Bruin values (integrity, excellence, accountability, respect, service).

Below are a few examples of situations in which award-worthy actions could be recognized:

- Working well with others to meet an important deadline
- Setting a good example for peers to follow
- Going above and beyond expectations
- Demonstrating reliability or perseverance on a particular task or project
- Developing a new task or tool to improve efficiency
- Providing excellent service to residents or guests

Nominations should be concise, but detailed (whenever possible). Recognition may be given individually or to a group of team members. A team member should be recognized once for a particular action or task; duplicate nominations should be denied.

The Hats Off program should not be used to recognize efforts to improve safety and prevent injury or illness. These nominations should instead be submitted to the H&HS Safety On-the-Spot Award Program. Do not approve these nominations for Hats Off and instead notify your team members to submit their nominations to the safety program.

This form of recognition **cannot** be used to celebrate occasions of personal nature (e.g. birthdays, weddings, holidays, separations, etc.) per U.C. Policy BFB-G-41. Do not submit or approve nominations that recognize personal events.