

# Service Recognition Policy and Procedure

## Rationale

RightShip has been proudly serving our customers since 2001 and it is important to celebrate all employees who have shared this journey with us. We want every employee to feel special and recognised. An employee's valuable contribution and dedication over their career is celebrated with their team at significant milestones, starting at 3 years.

## Scope

This policy applies to all permanent full-time and part-time employees of RightShip.

The terms of this policy do not form part of an employee's contract of employment and the policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

## Meaning of discretion

Any payment of a bonus or other award (including determining the amount of such payment) is at the absolute discretion of RightShip.

In this policy, 'Discretion' means that RightShip has an ability to change or withdraw the policy at any time for any reason.

## Service award procedures

Human Resources (HR) will identify employees who are eligible for service recognition on a quarterly basis and prepare the service award letters for Managers to distribute to their employees.

As line leaders are best positioned to help ensure the token of appreciation presented on behalf of the Company is both meaningful and relevant to the individual, managers will be responsible for purchasing and presenting a gift to help commemorate the employee's milestone anniversary. Gift selected should be appropriate and reflective of the Company's core values and in line with the Company's Code of Conduct. The gift item can be charged to the corporate card.

Managers of employees celebrating a milestone anniversary may choose to mark the occasion at a regular meeting / event within their team. For ten-year achievements

onwards the recipient will be invited to an office-wide presentation to receive their award.

## Value of awards

Service Milestone	Service Award Value
3 years	\$300 USD
5 years	\$500 USD
10 years	\$1,000 USD
15 years	\$1,500 USD
20 years	\$2,000 USD
25 years	\$2,500 USD
30 years	\$3,000 USD

## Policy ownership and review

This Policy is owned by the Chief Executive Officer.

This Policy requires the annual approval of the RightShip Board of Directors.

### Procedural Version Control

No.	Date Approved	Date Effective	Section Amended	Authorised by
1	February 2021	February 2021	Initial release	CEO
2	July 2022	July 2022	Update on service award procedures	CEO