

Spot Bonus Program

Purpose

A spot bonus is a spontaneous reward to recognize employees for exceptional performance, achievement and/or contributions that go above and beyond normal job responsibilities. It also:

- Recognizes excellence – it's not about doing your job well— it's about going above-and-beyond that makes a noticeable difference!
- Boost motivation and engagement – Knowing that hard work is noticed and rewarded motivates employees to keep striving for excellence.
- Promotes teamwork & a positive work environment – Great teams aren't built on individual success alone—top performers help others succeed, and Spot Bonuses acknowledge that.
- Improves workflow – Incentivizes innovation and efficiency

Eligibility

A Spot bonus is available to:

- Employees who go above and beyond their normal job responsibilities in ways that significantly impact the team or company.
 - Managers cannot be nominated by direct reports, as recognizing their performance falls within leadership responsibilities. However, managers' peers or their own managers may nominate them.

Criteria for Spot Bonus Consideration

Spot bonuses are awarded based on specific achievements and contributions, including but not limited to:

- Creative Problem-Solving – Resolving a critical issue within a project that could have extended timelines.
- Exceeding Expectations – Identifying and implementing an improvement process, such as a new protocol or troubleshooting method, that enhances efficiency for the entire team.
- Leadership and Initiative – Volunteering or stepping up to take on extra work where support is needed.
- Workflow Optimization – Developing or implementing processes that improve operational efficiency.
- Mentorship and Training – Assisting in onboarding a new team member or creating a resource that reduces training time.

Assessment & Nomination Process

Paper Nomination forms will be available in the General Folder under HR.

Once you've filled out the form, they can be emailed to HR@Synoligo.com

Forms will be evaluated based on observed actions and measurable outcomes. They will then be reviewed to ensure fairness and consistency, and final decisions are made within two weeks of submission.

Reward Structure

Spot bonuses may take various forms, including:

- Monetary rewards (amounts may be disclosed at management discretion).
- Non-monetary incentives, such as:
 - Gift cards
 - Personalized gifts