

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.009	Policy : Outstanding Employee Recognition	
Supersedes Policy No: <u>n/a</u>	Issued on: 12 April 2018	Effective Date: 14 April 2018

Purpose:

The purpose of this policy is to recognize and celebrate the best employees who have outperformed and reflected to Company Core Values: Respectful, Integrity, Teamwork and Entrepreneurship role models.

Procedure:

Outstanding Employee/Supervisor of The Quarter (OEQ):

1. The eligible nominees must have been working with company more than 6 months. In case of the rehiring, the employee's length of service is recalculated, the same as a new employee.
2. In each quarter of the year, HODs will propose supervisor (Tier: B) and line employee (Tier: A), explaining the reasons for their nomination in **OEQ/OSQ NOMINATION FORM**. Quota per department/section is as follows:

No.	Department / Section	Supervisor	Employee
1	Gaming	2	2
2	Slot	1	1
3	Sales & Marketing*	1	1
4	VIP Service	1	1
5	Security	1	1
6	Front Office / Spa	1	1
7	Housekeeping / Laundry	1	1
8	F&B	1	1
9	F&B VIP / Retail	1	1
10	Kitchen	1	1
11	Cage	1	1
12	Transport	1	1
13	HR	1	1
14	IT	1	
15	Surveillance*	1	1
16	Facility	1	1
17	Finance	1	1
18	Operations	1	1

*Officers in Surveillance and Sales Rep in S&M are categorized in employee nomination type

3. The Form needs to be handed in to HR latest two weeks prior to the party day

Initiated By



Director - Human Resources

Verified By



Chief Finance Officer

Approved By



President

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- The nominees from each department will get the certificate with price as per below grid.

Best Employee / Supervisor of The Year (OEY / OSY):

- Department Head reviews the current year's OEQ/OSQ of their performance throughout the year and nominee 1 employee and 1 supervisor
- The OEQ/OSQ is announced and celebrated at every January when every OEQ/OSQ of the year are invited to join the party.
- Human Resources and Marketing department arrange the recognition through various channels such as: Notice Board, Social media (if applicable)
- HR prepares the recognition plaque and awards, included the certificate.

General

- No lucky draws or random selection methods may be used. So HODs could excuse to send the nominee if there is no one qualified.
- In case of no submitting of nominees in time, it would be understood that no nominee from that department.
- This Outstanding Employee/Supervisor Recognition program is not a popularity vote. it should only recognize the outstanding performance and behaviors that support the individual, team, departmental and company goals and core values
- The employee/supervisor who have already been nominated in any quarters of the same year, could not be nominated again.

Incentives

AWARD TYPE	RECOGNITION/INCENTIVE
Outstanding Employee / Supervisor of The Quarter	- Name and photo at the company notice board - Certificate signed by President - Cash: 50 USD

Initiated By



Director - Human Resources

Verified By




Chief Finance Officer

Approved By

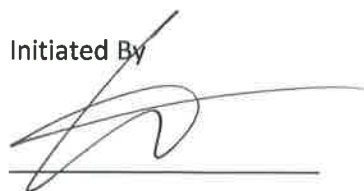


President

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Outstanding Employee/Supervisor of The Year (1 Employee / 1 Supervisor)	<ul style="list-style-type: none"> - Name and photo at the company notice board - Recognition Plaque and Certificate signed by President - Cash: 300 USD - Round-trip ticket for two to Macao with 2-night stay in 5-star hotel (this benefit could not be changed into cash or passed to others. Company will be responsible for all Visas concern for both persons) - 3 additional Annual Vacation Days
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Initiated By



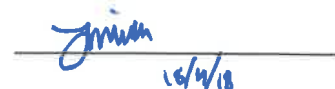
Director - Human Resources

Verified By



Chief Finance Officer

Approved By



President

OUTSTANDING EMPLOYEE / SUPERVISOR OF THE QUARTER NOMINATION FORM

☐ SUPERVISOR / ☐ LINE STAFF

“Respectful”, “Integrity”, “Teamwork” and “Entrepreneurship” are our Core Values that we trust they nourish our company’s success. Therefore, we encourage Head of Department to acknowledge and reward our employees who consistently and outstandingly perform in line with those qualification.

NOMINEE NAME: _____ ID: _____

POSITION: _____ DEPARTMENT: _____

NOMINATION QUARTER: _____ HOD NAME: _____

Nominee Photo

Please describe your nominee in following core values:

RESPECTFUL DISPLAYING AN APPRECIATION OF DIFFERENT OPINIONS, ROLES, EXPERIENCES, BACKGROUNDS AND POSITION Examples / Comments by nominator

INTEGRITY AN UPRIGHTNESS OF CHARACTER. ACTIONS AND COMMENTS ARE HONEST AND TRANSPARENT. "DOING THE RIGHT THING" Examples / Comments by nominator

TEAMWORK WORKING TOWARDS COMMON GOALS IN A COLLABORATIVE MANNER WITH THE ENTIRE TEAM TAKING OWNERSHIP AND SHARING IN THE RESULTS Examples / Comment by nominator

ENTREPRENEURSHIP AN INTENSE DESIRE TO ACHIEVE. IT INVOLVES CREATIVITY, INNOVATION AND SENSE OF OWNERSHIP. IT IS LEARNING ENDLESSLY, BOTH PERSONALLY AND PROFESSIONALLY Examples/Comment by nominator

Other comments:

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OUTSTANDING EMPLOYEE / SUPERVISOR OF THE YEAR EVALUATION FORM

☐ Supervisor / ☐ Line Staff

Direction: Please consider the below candidates and evaluate by grading based on each core value
Grading of Agreement: 5 = Strongly Agree, 4 = Fully Agree, 3 = Agree, 2 = Somewhat Agree and 1 = Disagree

No.	CANDIDATES CORE VALUES	RESPECTFUL Displaying an appreciation of different opinions, roles, experiences, backgrounds and position	INTEGRITY An uprightness of character actions and comments are honest and transparent "Doing the right thing"	TEAMWORK Working towards common goals in a collaborative manner with the entire team taking ownership and sharing in the results	ENTREPRENEURSHIP An intense desire to achieve. It involves creativity, innovation and sense of ownership. It is learning endlessly, both personally and professionally	Total
1	Name..... Dept: Gaming	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
2	Name..... Dept: Slot	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
3	Name..... Dept: Sales & Marketing	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
4	Name..... Dept: VIP Service	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
5	Name..... Dept: Security	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
6	Name..... Dept: FO / Spa	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
7	Name..... Dept: HK / Laundry	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
8	Name..... Dept: F&B	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
9	Name..... Dept: F&B VIP / Retail Shop	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
10	Name..... Dept: Kitchen	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
11	Name..... Dept: Cage	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
12	Name..... Dept: Transport	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
13	Name..... Dept: Human Resources	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
14	Name..... Dept: IT	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
15	Name..... Dept: Surveillance	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
16	Name..... Dept: Facility	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
17	Name..... Dept: Finance	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	
18	Name..... Dept: Operations	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1	

Evaluated by:

Position:

Department: