


UGEE IBADAN SITE REWARDS & RECOGNITION MATRIX

Highly Restricted

Site Behaviours	Rewards	Criteria	Who?	Freq	Who Nominates		Reward Value	Venue	Who Selects	Visibility
1. I Do the Right Thing Always 2. I Attain Best-In-Class Plant Standard 3. I Raise the Bar 4. I Eliminate Losses to zero	THANK YOU Awards	This is for individuals / teams who role model any of the DARE behaviours in different ways especially not in their direct areas of responsibility	Individual	On case by case basis	Team Ldrs, PE Group leaders, OM & HR manager	THANK YOU email	NA	Received via mail	NA	Sent as Email to employee and manager
1. I Do the Right Thing Always 2. I Attain Best-In-Class Plant Standard 3. I Raise the Bar 4. I Eliminate Losses to zero	"I DARE" STAR/VOUCHER AWARDS 	This is an "On-The-Spot"/ Informal award given to employees role-modelling any of the site desired behaviours in outstanding ways . Same Star Award is used but the type per behaviour (DARE) is clearly inscribed on it to clarify what employee is awarded for. Examples: -Individual taking ownership with respect to decision on cost while ensuring fundamentals are kept- D -Employees committing and delivering on stretch target- R -Individual/Team that initiated operational standard WP/improvement tool (QIE, UPS, OPM or IFA) and completed within a week eliminating the Loss - E -Team Contribution in exceptional way- A -Critical defects found and fixed immediately- E -Equipment with zero defect during on the spot checks- E -Employee with best Skills completion and mandatory @ 100% OR Significant training progress for role changes/new hire, onboarding completion as per target on learning map for new hire and role transfers - D -EO with the highest EOCA Score (90% score minimum) - R Each dept/Group must issue the star awards in line with our site behaviours	Individual	Dept Teams- On-the-Spot- 1 Star Award/Team/week Team/Group contribution- case by case basis	TL, PE, OM, HRM, Group leaders	STAR AWARD Cards	Shop Voucher. N500 / STAR Value for 3 stars/Vouchers within one month is N2000 (exchange for shop voucher/gift pack Star/voucher Award must be used within 3 month of issuance A single Star award can be taken in exchange of cash from the plant finance officer	Anywhere and In team/group meetings	NA	Direct communication to individual either: a) physically in the presence of team /Group b) Cards displayed on employee desks
I Do the Right Thing Always I Attain Best-In-Class Plant Standard I Raise the Bar	FUNDAMENTALS AMBASSADORS	SAFETY - Best Contribution to Safety over the MONTH (e.g.Design/ Improvement, role-modeling safety compliance culture)Individual with the highest number of Significant Near misses Reported- First Aid, Environmental, High Potential for injury of Near Misses reported and SDAs closed) Significant safety improvement done in any of the HSE work processes QUALITY - Best contribution to Quality over the month, Significant Quality Improvement e.g. Warehouse pick up results, Role Modelling compliance to QA systems, Individual with the highest number of Q Alerts reported and analyzed to root-cause OR Critical Q Alert as judged by the QA Leader STEWARDSHIP - Best contribution to Stewardship and testing, Significant	Individual	Monthly	Site/Dept Safety, Quality & Stewardship Leader	Voucher	Certificate + Shop Voucher/Gift pack (N2000)/ Individual	Site I&D (As per calendar)	OM/Fundamentals leaders	Direct Communication to Individuals in the presence of entire team via I&D Certificate display on communication TV or Department board
I Do the Right Thing Always I Attain Best-In-Class Plant Standard I Raise the Bar	FUNDAMENTALS AMBASSADOR OF THE YEAR	The Overall Best within the year wins the Annual award	Individual	Annually	Site Safety,Quality & Stewardship Leaders	IDARE award-GOLD	Certificate N20,000 (Payroll)	Annual General Meeting AWARDS SESSION	Plant manager/HR manager	Public recognition at Annual General Meeting
I Do the Right Thing Always I Attain Best-In-Class Plant Standard I Raise the Bar	SAFETY DEPARTMENT OF THE MONTH	The department contributing the most to safety program within the month (No recognition if OGC compliance is missed)	Department	Monthly	Safety Leader	Recognition	Certificate + Shop Voucher/Gift pack (N2000)/ Individual	Site I&D (As per calendar)	HR manager/Plant manager	Public recognition at I&D and email to entire organization
I Raise the bar I Eliminate Losses to zero	Plant Manager's ANNUAL "DOLLAR" Award	Best annualized Cost/ Cash Savings project executed with appropriate use of IWS Tools and compliance to Fundamentals with savings hitting bottomline and sustained for minimum 3 months. This awards employees/ team with Clear Case study/tool used is shared & reviewed	Individual/ Team (Project)	Annually	Finance/OM/HR /Plant Mgr	IDARE award- PLATINUM	N40,000 (Payroll)	AGM AWARDS SESSION	Plant manager/HR manager	Public recognition at AGM
I Eliminate Losses to zero	"POWER OF ZERO" ANNUAL AWARD	Loss eliminated to zero via the use of IWS tool (LE, WPI, etc) in any loss area with result sustained for at least 6 months. For EOs, Equipment with zero defect as assessed by OM and identified loss theme driven to Zero for Priority 1 & 2 equipment. This awards employees/ team with Clear Case study/tool used is shared & reviewed to Zero for Priority 1 & 2 equipment (This awards employees/ team with Clear Case study/tool used is shared & reviewed)	Individual/ Team (Project)	Annually	OM/PLANT MNGR	IDARE award- PLATINUM	N40,000 (Payroll)	AGM AWARDS SESSION	Plant manager/HR manager	Public recognition at AGM
I Do the Right Thing Always I Attain Best-In-Class Plant Standard I Raise the Bar	PERFECT SHIFT	This award is given to the team whose shifts meets the following criteria >50% of the run time in a month for the department: Perfect shift is shift with Zero Safety incident, Zero Quality Hold, Zero UP Stops, Zero MPS miss and PR>85%	Team	Monthly	OM	Shop Voucher/Gift Pack	Shop Voucher N3,000/head (Team Award)	site I&D (As per calendar)	Plant Manager	Direct Communication to Individuals via site I&D
I Do the Right Thing Always I Attain Best-In-Class Plant Standard I Raise the Bar	PERFECT SHIFT OF THE YEAR	This award is given to the team whose shifts had the highest number of monthly perfect shift awards with minimum of 6months in the year to Qualify. Perfect shift is shift with Zero Safety incident, Zero Quality Hold, Zero UP Stops, Zero MPS miss and PR>85%	Team	Annually	OM	IDARE award-GOLD	Certificate + N10,000 (payroll) PER PERSON	AGM AWARDS SESSION	Plant manager/HR manager	Public recognition at AGM

I Do the Right Thing Always I Attain Best-in-Class Plant Standard I Raise the Bar I Eliminate Losses to Zero	BEST IMPROVEMENT AWARD	This award is given to the team/individual with the best improvements in area defined by the department e.g. Best Equipment or area Ownership, 5S improvement, Best Simplification of a work process & qualification or Systems re-application/Best defect handling	Team / Individual	Monthly	OM	Shop Voucher	Certificate + Shop Voucher/GIFT pack N2000/head (Team Award)	Site I&D (As per calendar)	OM/PM	Direct Communication to Individuals via I&Ds Certificate display on communication TV or Department board
I Do the Right Thing Always I Attain Best-in-Class Plant Standard I Raise the Bar I Eliminate Losses to Zero	TRAINER OF THE QUARTER/YEAR	Trainer with Highest feedback score in the quarter	Department	Quarterly /Annual	HR	Recognition+Shop Voucher	Certificate + Shop Voucher/GIFT pack N2000- QUARTER N10000 - ANNUAL	Site I&D (As per calendar) and during AGM for annual	HR Manager	Public recognition at site I&D and during AGM for annual
I Do the Right Thing Always I Attain Best-in-Class Plant Standard I Raise the Bar I Eliminate Losses to Zero	TEAM LEADER OF THE QUARTER AWARD	This Award is for Team Leader who demonstrates best operational results in the following area: PR, UPDT, Unplanned stops, PMcompliance, %DPS, Utility Reliability, Mandatory skills @ 100% , priority A >90% with all fundamentals in place (No award if any of the fundamentals is missed)	Line Leader	Annually	OM	IDARE award-GOLD	Certificate + N10,000 (payroll)	AGM AWARDS SESSION	Plant manager	Public recognition at AGM
I Do the Right Thing Always I Attain Best-in-Class Standard I Raise the Bar I Eliminate Losses to Zero	OM OF THE YEAR AWARDOM AND ELT MEMBER OF THE YEAR AWARD	This Award is for the OM who demonstrates best contribution to department Priority e.g: MPS, MOE reduction, PM compliance, department skill completion as per target, SQS improvement, one to one compliance @100%, dept vacation @=>/>85% Store room variance and inventory reduction with personal mandatory skills @ 100% , Priority A >90% AND all fundamentals in place (No award if any of the fundamentals is missed); dept. ARA score @ 100%	OM	Annually	Plant Manager	IDARE award- PLATINUM	Certificate + N40,000 (payroll)	AGM AWARDS SESSION	Plant manager	Public recognition at AGM
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I Do the Right Thing Always	"Unsung Hero" Medal of Honour	Best role-models (not visible) supporting the plant to achieve its results (NB:Person not already rewarded in the fiscal year either in form of promotion, recognition shares or Quarterly R&Rs.	Individual	Annually	OM	IDARE award- PLATINUM	Certificate + N40,000 (payroll)	AGM AWARDS SESSION	Plant manager	Public recognition at AGM
NA	Long Term Service Award	All employees reaching every 5 -yr length of service milestones	Individual	Annually	HR	Certificates and Cash via Pay roll	As per Long term service award guidelines	Plant-Wide Social / Business Outings e.g. Site I&D Family Day, AGM Events	HR Manager	Public recognition at AGM/I&D/ Family day
NA	"Olympics " Awards	This is given to winners of Annual Olympic Games and other on-site events E.g. Table tennis, Volley ball and any other competition within the year, Employee Engagement activities	Team / Individual	Annually	Employee Engagement team	Gift Packs	Olympic Medals + Prizes	AGM AWARDS SESSION	HR Manager	Public recognition at AGM
I Do the Right Thing Always I Attain Best-in-Class Plant Standard I Raise the Bar I Eliminate Losses to Zero	CEO Award	This award is given to a select group of employees limited to only 2.75% of the BTA through OM population. Intended to recognize truly outstanding result and sustained excellence delivered by the employee over the fiscal year.	Individual	Annually	Plant manager/HR manager	Certificate+ Cash Gift	Certificate + N200,000 (payroll)	AGM AWARDS SESSION	PLANT MANAGER+SITE DIRECTOR+HR GM	Public recognition at AGM

