

HR Policies

Employee Recognition Program (Sept 9, 2014) EMPLOYEE RECOGNITION PROGRAM (SEPT 9, 2014)

FOR : PRESIDENT

FROM : HR Department

DATE : 09 September 2014

I. OBJECTIVE

It is the policy of the company to recognize its personnel in their exemplary performance and deportment on the job. Apart from recognition per se, it is aimed at morale boosting, increased rapport among personnel, promote goodwill as well as bring about peace and order in a constructive/ positive approach.

II. COVERAGE

The program is applicable to all qualified personnel who are employed with the company.

III. IMPLEMENTING GUIDELINES

A. EARLY BIRD: Effective 26 September 2014

CRITERIA	AWARD	REWARD	FREQUENCY
Has reported for work at least fifteen (15) minutes before work schedule and no absences/ leaves (whole day, half-day or undertime)	Commendation Early Bird List posted at the BB in a conspicuous area	Php2,000.00/ a month to be shared	Per fiscal month
	Plaque	Php1,500.00/ each	Annual

B. PANTAC (Perfect Attendance, No Tardiness & Administrative Case) INCENTIVE PROGRAM: 26 September 2014

The company requires its personnel to be prompt, present, working at the start of their work schedule and designated work area as well as disciplined at all times. It is to ascertain smooth flow of work, commitment, excellence, professionalism and discipline among its ranks.

CRITERIA	AWARD	REWARD	FREQUENCY
Never incurred any absence/ leave (whole day, half-day or undertime), no tardiness and no administrative case (at least no NTE received) during the applicable fiscal month	Commendation PANTAC Honor Roll posted at the bulletin board	Php1,000.00/ each	Monthly (fiscal)
	Plaque	Php2,000.00/ each	Annual (Overall)

C. BEST EMPLOYEE OF THE QUARTER (To be chosen from each and every

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unit/ section/ department): Effective September 2014

CRITERIA	AWARD	REWARD	FREQUENCY
Performance Appraisal & Deliberation Passer	Roving Trophy	Php2,000.00/ each	Quarterly (Fiscal/ calendar quarter)

D. MODEL EMPLOYEE OF THE YEAR (To be chosen from all the recipients of Best Employee per unit/ section/ department during the): Effective November 2014 to November 2015

CRITERIA	AWARD	REWARD	FREQUENCY
Deliberation Passer (Special criteria if there is a tie)	Plaque	Php5,000.00 each (combination of cash & GC)	Annual

E. HEROIC ACT COMMENDATION: Effective immediately

CRITERIA	AWARD	REWARD	FREQUENCY
Has done any exemplary act beyond the scope of usual duties and responsibilities and/ or outside the company (for the community/ society)	Commendation	Discretionary	Open

F. BIRTHDAY CELEBRATORS OF THE MONTH: October 2014

CRITERIA	AWARD	REWARD	FREQUENCY
Birthday Celebrators of the Applicable Month	Birthday List at the BB	Free Meal with the President	Monthly

G. UPGRADING PROGRAM: Effective Immediately

CRITERIA	AWARD/REWARD	FREQUENCY
That which will enhance professionally/ contribute continued development in the work place	Certificate of Attendance/ Certificate of completion Learning/ upgrading	Open

H. RECREATIONAL ACTIVITIES: Effective October 2014

CRITERIA	FREQUENCY
Communal activities that promote goodwill, bonding, team-building, rapport, morale boosting and the like	Open

The management reserves the right to amend or revise any part thereof at anytime it may deem necessary to adjust to the ever changing circumstances and needs of the company.

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