

Policy No. PP012

Recognition and Gifts Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 22 December 2016	Resolution No. 16/130, 21/058
Policy Responsibility General Manager	
Review Timeframe 4 Yearly	
Last Review June 2021	Next Scheduled Review June 2025

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	006/2021	Reviewed in line with review schedule. Increase review timeframe to 4 yearly
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Goldenfields Water Enterprise Award (the Award)
Related Policies	PP001 Procurement of Goods, Service and Materials Policy
Related Procedures, Protocols, Statements and Documents	P003 Procurement of Goods, Service and Materials Procedure P004 Recognition and Gifts Procedure

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3 PURPOSE

To provide clear guidelines around:

- Formally recognising the achievements of employees at Goldenfields Water who have contributed extensive lengths of service;
- The provision of gifts to staff when departing Goldenfields Water; and
- Formally rewarding work teams and individual staff members of Goldenfields Water who exceed their core duties of work to improve and/or promote safety, customer focus, business excellence or innovation in the workplace.

4 SCOPE

This Policy applies to all employees of Goldenfields Water.

5 DEFINITIONS

Indoor employees - Indoor employees include those staff members that hold positions based on 35 hours per week and predominantly work indoors.

MANEX – Goldenfields Water’s management team consisting of the General Manager and Managers.

Outdoor Employees - Outdoor employees include those staff members that hold positions based on 38 hours per week and predominantly work outdoors.

6 SERVICE RECOGNITION

Service Awards shall acknowledge employees who reach various years of service with a gift certificate to a store of their choice within the Goldenfields Water region and a letter of appreciation signed by the General Manager and Chairperson. Milestones in five (5) year increments shall be recognised.

7 DEPARTING EMPLOYEES

Upon retirement or resignation (except in instances where an employee has been terminated due to performance issues) employees, who have held at least five (5) years’ service, shall be provided with a departure gift as a token of appreciated for their contributions to Goldenfields Water.

8 EMPLOYEE RECOGNITION

Goldenfields Water shall formally recognise employees who demonstrate outstanding behaviour to promote and/or improve workplace health and safety, customer focus, business excellence and/or innovation.

Where endorsed by MANEX, the recipient of the Employee Recognition Award shall receive a gift certificate to a store of their choice in the GWCC region along with a signed letter of appreciation from the General Manager.

Every effort shall be made to ensure that the recipients of the Award represent a mix of both indoor and outdoor employees.

9 TEAM RECOGNITION

Goldenfields Water shall formally recognise high performing teams who have gone above and beyond their core duties and worked collaboratively to achieve outstanding results towards their team goals and/or on-going projects.

Where endorsed by MANEX, the recipients of the Team Recognition Award shall receive a gift certificate to a store of their choice in the Goldenfields Water region. The amount shall be divided evenly between individual team members. Each individual member of the team shall also receive a signed letter of appreciation from the General Manager.

Every effort shall be made to ensure that the recipients of the Award represent a mix of both indoor employees and outdoor employees.