

Rewards and Recognition Policy

07.01.2019

Introduction

Manning Construction Limited is committed to attracting, developing and retaining the highest quality staff. Vital to pursuing this aim is the recognition of employees for exceptional performance, attitude and achievements.

This policy encourages such recognition of individuals and teams through a range of formal and informal mechanisms.

Purpose

The purpose of our Staff Recognition Policy is to support the development of a culture whereby everyone feels valued for the work they do and are recognised for the contribution they make.

Our aim is to ensure that our people feel recognised for things such as:-

1. Long service
2. For adding value, influencing changes in practice or for innovation, especially regarding health and safety, environment, and quality
3. High levels of performance

Organisational Culture

Organisational culture is about shared values and beliefs about what is important, what behaviours are appropriate and simply about 'what it feels like to work here'. Culture influences how we feel about working for an organisation and Manning Construction limited is committed to creating a culture whereby staff are enabled to feel valued, involved and proud. We recognise that excellent customer service and the highest quality of service is delivered through a high quality and engaged workforce who feel valued for their contribution.

Managers play a crucial role in recognising staff for the work they do whether that is informally on a day to day basis or formally through organisational initiatives.

Informal recognition

The most effective means of acknowledging the work of others and letting them know that their contribution is valued remains that of informal and immediate recognition.

This may take the form of

- * a personal verbal 'thank you'
- * sending an email or a personal note to the individual.
- * or making a point at meetings to share team and individual achievements.

The options are plentiful and rarely cost anything other than a little effort, which will mean much to the recipient.

Manning Construction Ltd

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Formal recognition

1. Long Service

Within Manning Construction Limited, it is important that we recognise the loyalty of our staff through their service to our organisation. Staff will be individually informed of their eligibility for an award in the year of eligibility. Long service will be recognised for staff who have attained 15 and 20 years' service.

Staff with 15 years' service will receive a £30 gift voucher and a certificate to acknowledge the contribution in service they have given over the years. This will be presented to them by the Managing Director.

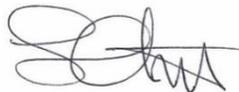
Staff with 20 years' service will receive a £50 gift voucher and a certificate to acknowledge the contribution in service they have given over the years. This will be presented to them by the Managing Director.

2. For adding value, influencing changes in practice or for innovation

Staff, both onsite and offsite, who demonstrate they have added specific value, influencing positive changes in practice (opportunities for improvement), or for innovation, especially regarding health and safety, environment, and quality, can be provided a bonus from the Managing Director. Bonuses could be in the form a certificate, a monetary bonus, a voucher, or time related. This will be presented to them by the Managing Director.

3. Going the extra mile, discretionary effort, high levels of performance

Staff who demonstrate a particularly high level of performance can be provided with a bonus from the Managing Director. Bonuses could be in the form a certificate, a monetary bonus, a voucher, or time related.



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Mr. Stephen Euston
Managing Director