

Rewards and Recognition Policy

Roadmap reference: Build Better Workplace Cultures

Objective

(Insert organisation name)

understands the relationship between rewards and recognition and the embedding of organisational values. This policy sets articulates how we will leverage from rewards and recognition to make our values meaningful and create a culture of compliance.

Goals

We commit to

- Being clear about the expected standard of behaviour and performance, including through policies, procedures and work instructions and reasonable performance metrics
- Behaving in accordance with our values and owning it when we fall short
- Incorporating our values into our formal performance monitoring and review process
- Linking bonuses, pay rises and other forms of reward and recognition explicitly to the values and the behaviours that uphold them
- Celebrating commendable team and individual performance and behaviours
- Enabling staff to nominate colleagues for recognition of high performance and to confidentially report behaviours inconsistent with expectations and values
- Providing constructive, informed feedback on areas for improvement at the earliest opportunity
- Setting out the consequences of non compliance with performance expectations in a disciplinary procedure
- Investigating alleged misconduct in a fair, equitable and timely manner
- Applying penalties and sanctions proportionate to misconduct at all levels of the organisation, including termination of employment

Scope

This policy applies to all staff, including contractors and casuals, of **(Insert organisation name and geographical location)**

Monitoring and review

(Insert organisation name) will review this policy every two years.

Date

Manager

Title {e.g. CEO, General Manager}

Signature

Date

Date of next review

**Insert link to HHTS ambassador structure / program