G.E.M. Award
Nomination Form

Form must be completed and submitted to recipient's manager. Manager will then complete their section and submit to Human Resources and STL for approval. Please print.

Name of DCB Associate to Receive G.E.M. Award: _____

Their Title and Department: _____

Nominator's Name: _____

Reason for G.E.M. Award Nomination: _____

_____

_____

_____

_____

_____

| _____ | _____ |
| Nominator's Signature | Date |

Level of G.E.M. Award requested. Circle one.

This may be adjusted by management based on reason(s) criteria.

GOLD $50 ✦ PLATINUM $150 ✦ DIAMOND $250

Complete. Submit to recipient's manager. HR will notify nominator to set plans for celebration.

✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦ ✦

For Manager, HR and STL Use Only

| _____ | _____ |
| Nominee's Manager's Signature | Date Received |

| _____ | _____ |
| HR Signature | Date Received |

Manager or HR (circle one):   *Approved*   *Not Approved*

Award Amount Approved: $_____

| _____ | _____ |
| SLT Approval Signature | Date |

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G.E.M. Award
Program Guidelines

Reward and Recognition Program
The program rewards and recognizes unusual and significant accomplishments & contributions over and above the normal expectations of an employee's assignment. An award should not be granted to employees for a level of performance for which they are already being compensated, either via salary or Variable or Incentive Compensation (e.g. Sales Incentive Compensation). It is also not meant to be a substitute for a salary adjustment, promotion, hiring bonus, retirement gift or other related personnel action.

Award and a Bonus/Incentive Compensation
Salary and bonus are compensation employees receive for the role being performed. This is what an employee can expect to earn if they fulfill the job description to expectations and meet annual performance goals established.

Recognition award programs are designed to encourage a culture that values and appreciates extra effort. It is about creating many mini-celebration moments where a manager and their staff get an opportunity to pause and take note of achievements, both small and large. Recognition is also meant to promote and reward certain behaviors, traits or characteristics that exhibit the company's values.

By recognizing these behaviors, the company hopes to have them emulated by other employees and thus drive desired culture changes and aim to improve employee satisfaction and engagement.

Recognition should include a "recognition moment" where the opportunity to either, publicly or privately bring attention to the achievement and its impact is ensured.

In addition, non-cash awards are encouraged to ensure that the employee remembers this recognition occasion by getting something of genuine personal meaning to them. This supports our need for recognition, esteem, and appreciation for the value employees bring to the company or each other through team-work. This can also be achieved by making the point of publicly saying "Thank You."

Nomination Process
1. Complete the Nomination Form.
2. Select the employee, award level and award reason.
3. Insert a custom message to be included on the award (please be sure to complete this with the message you would like to go to the employee).
4. The award nomination is routed (hard copy) to the recipient's manager and HR.

Award Eligibility
- All fulltime DCB employees, who have completed their 90-day introductory period, are eligible, SLT members are not included
- Contractors or Contingent Workers are ineligible.
- For questions on eligibility (including performance eligibility), please check with your local HR Manager.

The criteria for issuing an award

Selections for awards should be made with careful consideration of such factors as:
a) Outstanding or exceptional contributions over and above normal job requirements
b) Initiative and creativity in accomplishment
c) Efforts that result in enhancing customer and public acceptance
d) Unusual contribution to the preservation of life and property- Safety
e) All others where there is single and unusual contribution, whether included within the scope of employee's position, regardless of whether it is measurable in dollars

Some examples include, ideas for increased productivity or cost savings, or an updated safety/ergonomic program that benefits other employees.

Managers should evaluate each recommended award to be sure it stands the test of peer understanding and to be sure others were not significantly involved in or contributed to the achievement. Recommendations for team or multiple awards for a major project or work achievement is possible and may be appropriate if the above criterion is met.

The Award levels and the corresponding approvals required

Award Amount	Award Names	Offering	Approver 1	Approver 2	Approver 3	Approver 4
$50	GOLD	Cash	Manager	Plant or Functional Manager	HRM	SLT
$150	PLATINUM	Cash	Manager	Plant or Functional Manager	HRM	SLT
$250	DIAMOND	Cash	Manager	Plant or Functional Manager	HRM	SLT

SLT approval is required for all levels, Corp HR Manager will own the process with local HR involvement.

Determining Award Level

GOLD: Most awards will be at the GOLD level.

PLATINUM: To move to the PLATINUM there must be an event that impacted more than one employee and/or had a significant impact on the company and team.

DIAMOND: This would be an extraordinary event that impacted many employees and had a very dynamic impact on the company and team.

NOTE: The company reserves the right to adjust the level of the award to match the intent of this program.

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FAQs
Once an award is approved by management, how is it processed and how long does it take until the recipient receives the award?
Upon final approval of the nomination, the Award should run on the next payroll cycle (it is taxable income) after the SLT approval – this will be coordinated with the presentation of the award.

Is there an award certificate available to present to the award recipient?
Yes. HR will populate the award certificate and print. Blank award templates will be available. The manager with the nominator can then present the award certificate to the award recipient. Recipients will also receive a table top award as well as be acknowledged on all location's media screens.

When will a cash award appear in the employee's pay summary?
The timing of the award payout can take up to 1-2 pay periods, depending upon when the award was approved, issued and the celebration is planned. It is recommended that the celebration be part of a quarterly Business Meeting and the award be given in a large group setting.