AFPA TEAMWORKS

Your HR partner in Growth

Reward Program Guidelines

Purpose

The purpose of the reward program is to recognize and reward behaviours, achievements and contributions that support your company's mission, values and strategic goals. By providing appropriate rewards, the program aims to improve employee engagement, performance, retention, and morale

Guidelines

Transparency: to improve the impact that the program has on employee behaviour, the criteria need to be clear and shared with workers

Fair: the distribution of rewards needs to be consistently applied in accordance with their criteria

Inclusive: all employees should have equal ability to earn a reward

Timeliness: rewards should be provided as close to the achievements as possible

Impact-driven: rewards should recognize meaningful contribution to team and company success

Implementation

1. Identify the goals and behaviours that the program is addressing.
2. Develop the selection criteria for rewards.
3. Create a nomination and approval process for formal awards, as needed.
4. Train managers and supervisors on how to recognize employees effectively.
5. Monitor program usage and collect employee feedback for future improvement.