
HR – Employee Recognition and Reward Policy

SCOPE: This policy applies to all employees of Headway Gippsland.

POLICY STATEMENT:

Headway Gippsland Inc is committed to acknowledging and celebrating the dedication, compassion, and excellence demonstrated by our employees in delivering quality support to people with disabilities. Recognition contributes to a supportive culture, strengthens morale and reinforces the values of empathy, respect and integrity whilst enhancing employee engagement. We actively strive to be the Employer of Choice for disability services in our area.

TYPES OF RECOGNITION:

- **Informal Recognition**
 - Verbal appreciation from managers or peers
 - Thank-you notes or public shout-outs
 - Social media or internal newsletter highlights
 - Acknowledged in compliments register

- **Formal Recognition**
 - **Above Award Wages**
Criteria: Recognition of requirement to engage quality staff to deliver quality service
Award: Monetary reward
 - **Performance Based Wage Increases**
Criteria: Band movement based on exceptional performance and dedication
Award: Monetary reward
 - **Anniversary Recognition**
Criteria: Celebrating work anniversaries
Award: Certificate, gift card, or monetary reward
 - **Refer a Friend Recognition**
Criteria: Go on to work at least 20 hours per fortnight for a period of more than 3 months
Award: \$100 gift voucher
 - **Innovation or Improvement Awards**
Criteria: Suggestions that lead to efficiency, cost savings, or innovation
Award: Certificate, gift card, or monetary reward
 - **Performance Bonus**
Criteria: At discretion of Board
Award: Monetary reward

- **Recurring Recognition**
 - **Monthly Staff Lunches**
Criteria: Attendance and contribution to monthly office meeting
Award: Lunch provided

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- **End of Year Recognition**
Criteria: Attendance at End of Year Lunch
Award: Catered luncheon
Award: 1 hour early finish time for staff positions on last day of year
- **Salary Sacrificing**
Criteria: Available to all employees
Award: Reduced taxable income and increased take-home pay
- **Individual Work Arrangements**
Criteria: Available to all staff by application
Award: Work in ways that better suit personal circumstances without compromising the needs of the business or clients
- **Professional Development / Conferences**
Criteria: Available to all staff by application
Award: Monetary by way of payment of fees, additional qualifications
- **Training**
Criteria: Available to all staff by application
Award: Monetary by way of payment of fees, additional qualifications
- **Supervision/Support**
Criteria: Conducted 6 monthly for all Support Coordinators, LSO's and HCW's
Award: Skill building, feedback, reflection, and Continuous improvement
- **Annual Performance Review**
Criteria: Conducted annually for all employees
Award: Structured opportunity for growth, alignment, clarification, and reflection
- **Employee Assistance Program**
Criteria: Available to all staff and their families confidentially
Award: Workplace benefit to help employees deal with personal problems that might affect their job performance, health, and overall well-being
- **Staff Satisfaction Survey**
Criteria: Conducted bi-annually anonymously
Award: Honest feedback, empowers staff, builds trust, highlights strong and weak points for review and improvement
- **Administration and Communication**
 - The CEO/HR department will oversee the implementation and fairness of this policy
 - Updates, recognitions, and award announcements will be made via internal communication methods
- **Policy Review & Feedback**
 - This policy will be reviewed bi-annually to ensure it remains effective and relevant
 - Staff feedback is encouraged to improve or evolve the recognition offerings