



Protect All Children Today Inc.

PACT

**Protocols for PACT
Recognition Rewards**

January 2016

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1. RECOGNITION REWARDS PROTOCOL

PACT is committed to providing non-cash recognition rewards to paid (staff) and non-paid staff (Volunteers) for praiseworthy performance and achievement by individuals and groups. Recognition may also occur in the public arena.

PACT recognises the valuable contribution and effort of employees and Volunteers to the organisation and will balance the importance of recognising and rewarding outstanding performance of employees and Volunteers with the appropriate use of public funds.

These rewards are separate from normal salary (paid staff) and contribution payments (Volunteers) made to paid and unpaid staff.

These rewards may be given to individuals or groups to recognise and reward praiseworthy effort, long service or performance where other rewards are not appropriate or applicable.

Praiseworthy performance or effort may include (but is not limited to):

- A paid staff member or group of volunteers putting in significant additional effort in their work.
- Members' participation on the PACT Board of Management.
- Demonstrating excellence in customer service/client activity.
- Fostering cross-team interaction.
- Demonstrating positive and effective teamwork.
- Public recognition via a rewards nomination or at a public event.

The rewards must be non-cash to a total value of up to but not exceeding **\$150** (exclusive of GST).

Suggestions for appropriate rewards could include:

- Flowers.
- Gifts.
- Honorary life membership.
- Plaque, perpetual trophy etc.
- Books.
- Software.
- Travel goods.
- Music CDs or DVDs.
- Stationery.
- Entertainment, such as theatre tickets, movie tickets, etc.
- Group morning tea.
- Financial contribution to paid and unpaid staff functions (eg. Christmas lunch).
- Public acknowledgment, such as verbal recognition in a large group meeting or morning tea.
- Office equipment for the benefit of the team.

In keeping with the principles of PACT's mission, values etc., recognition rewards should not include:

- Alcoholic beverages.
- Gambling associated tickets/vouchers.
- Other items that would bring disrepute to PACT.

In relation to the recognition of **Child Witness Support Volunteers (CWSV)** it has been decided that upon resignation, the duration of service will determine the level of reward:

- Volunteer under 5 years – Personalised letter of thanks plus a Certificate of Appreciation.
- Volunteer over 5 years – Personalised letter of thanks **plus** a plaque in recognition of their contribution.
- Volunteer for 10 years - Personalised letter of thanks **plus** a plaque and **life membership** in recognition of their significant contribution.

1.1 Reward nomination process:

An individual or group is nominated by a colleague or fellow Volunteer to a staff member, the Chief Executive Officer or a member of the Board of Management. The nomination should give consideration to:

- Why the event/achievement stands out.
- The behaviours being recognised.
- The impact of the event or achievement on PACT.

1.2 Reward consideration process:

- Nomination is received for a recognition reward.
- The matter is referred to the Board for consideration and should have Board approval prior to the recognition reward being purchased/obtained. However, if a Board member is being recognised the Chief Executive Officer will purchase a gift and arrange the wording for the plaque without gaining prior Board approval.
- Records must be kept of the reward stating the recipient, explanation of the reward, reason for the reward, and what the reward included (nature of the gift).
- Rewards should be made in a transparent manner (e.g. public announcement at a Board of Management meeting, PACT Conference, AGM, Large Group meeting, advertised in a Newsletter etc.).
- Financial records of rewards will be maintained by the Finance and Operations Officer for financial reporting and auditing purposes.