

	Document Type:	Procedure
	Dept./Program:	Human Resources
	Issued Date	5/3/2018
	Effective Date:	5/1/2021
	Version No.:	1.7
Employee Excellence Award Procedure		

Table of Contents

1.0	Purpose	1
2.0	Scope.....	1
3.0	Definitions	1
4.0	Roles & Responsibilities.....	2
5.0	Procedure	2

1.0 **Purpose**

The Constellis Excellence Award (CEA) recognizes the work performance and outstanding behaviors of our employees that support Constellis in accomplishing our vision, mission, values, goals and objectives.

The Constellis Excellence Award (CEA) provides a cash reward of up to \$5,000, minus applicable taxes, and a Constellis recognition award to outstanding employees who demonstrate stellar performance, going above and beyond the core competencies and/or represented the company or took some unique action that warranted the attention of the customer.

The purpose of this Procedure is to provide the steps to nominate an employee for the Constellis Excellence Award (CEA).

2.0 **Scope**

This Constellis Excellence Award (CEA) is available to all full-time and part-time Constellis employees globally, below the Vice President level.

The Constellis Excellence Award (CEA) will be reviewed in the fourth quarter and awarded annually during the first quarter for the previous year.

Nominations can be submitted throughout the year. Excellence Award Nomination forms can be found on the [Human Resources Rewards and Recognition Programs](#) SharePoint page.

3.0 **Definitions**

- N/A

4.0 Roles & Responsibilities

Nominee's write-up must be reviewed by Department's Director or Vice President (VP) before being considered a final nominee. The senior leadership team led by the Chief Human Resource Officer (CHRO) reviews the nominees at the end of each calendar year and selects the recipients.

5.0 Procedure

All employees can submit nominations.

Nominee's write-up will be reviewed by Department's Director or VP before being considered a final nominee.

Nominations should be submitted electronically via SharePoint. The Nomination form is located on the company [Human Resources SharePoint](#) site. You will be directed to Microsoft 365 to input your login credentials at Constellis Excellence Award Request Form.

The senior leadership team led by the CHRO reviews the nominees at the end of each calendar year and selects the recipients.

Eligibility will be based upon the employee's most recent position and confirmation of good standing (no disciplinary or performance related actions on file).

Constellis retains sole discretion in all decisions related to this Excellence Award program and retains the right to change or terminate this program at any time, with or without notice.

To be eligible to receive the award and cash reward payment, nominee must be a current employee at the time the award is acknowledged and provided.

RELATED DOCUMENTS

- Constellis Excellence Award Request Form

VERSION HISTORY

	Version	Version Date	Author	Description
1	1.0	5/3/2018	HR Department	Initial Version
2	1.1	8/9/2018	HR Department	Clarify Content
3	1.2	8/22/2018	HR Department	Update Format
4	1.3	1/9/2019	HR Department	Clarify Content
5	1.4	2/14/2019	HR Department	Updated reward amount
6	1.5	9/1/2019	HR Department	Update to reward eligibility
7	1.6	5/1/2020	HR Department	Update award amount to be up to \$5,000, nominations reviewed at the end of each calendar year
8	1.7	5/1/2021	HR Department	Updated scope, roles & responsibility, and procedure