

Chapter 17: Recognition

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APPLICATION

17.1 This policy applies to Staff of Non-Public Funds, Canadian Forces (NPF) employees and other eligible nominees as indicated.

APPROVAL AUTHORITY

17.2 Chief Executive Officer (CEO) or delegate

Office of Primary Interest

17.3 Chief Human Resources Officer (CHRO)

ENQUIRIES

17.4 All enquiries on the interpretation and application of this policy are to be directed to the Human Resources Manager or Human Resources Regional Manager and when required, forwarded to the Office of Primary Interest.

POLICY OBJECTIVE

17.5 It is the policy of the organization to acknowledge and recognize all employees for their service as well as individuals who have a relationship with CFMWS who made an exceptional contribution to the achievement of the mission, goals and objectives of the organization.

GUIDELINES

17.6 The objectives of this policy are to:

- a. establish a framework that outlines the administration for Corporate awards programs of the organization; and
- b. describe the eligibility criteria and processes for each awards' program.

GENERAL POLICY

17.7 The organization will provide the following recognition:

- a. acknowledge the contribution of employees and individuals who have a relationship with CFMWS, to the achievement of the mission, goals and objectives of the organization; and
- b. acknowledge employees for their service within the organization.

CFMWS EXCEPTIONAL ACHIEVEMENT AWARDS

- 17.8 The organization recognizes outstanding contributions to the achievement of its mission, goals and objectives by means of the following corporate awards:
- a. The **Chief of the Defence Staff (CDS) Distinguished Achievement Award** recognizes individuals who significantly contributed towards the mission and vision of CFMWS through a positive and substantial impact, directly or indirectly, on the CAF or the CAF community.
 - b. The **CEO Award of Excellence** recognizes individuals who significantly contributed towards the mission and vision of CFMWS by exceeding expectations in performing their duties and responsibilities based on their accomplishments and the organization's shared competencies and values.
 - c. The **Leadership Impact Award** recognizes individuals within the organization who significantly contributed towards the mission and vision of CFMWS by demonstrating exemplary and effective people management and by so doing contributes to creating a work environment where individuals are respected, valued, engaged and supported to succeed.
 - d. The **Emerging Leader Award** recognizes individuals with less than 5 years of experience with CFMWS who demonstrated remarkable leadership attributes and significantly contributed towards the mission and vision to CFMWS.
 - e. The **Team of Year Award** recognizes a team within the same Division who significantly contributed towards the mission and vision of CFMWS and who excelled within their own function and across their business as a whole. For the purpose of this award, a team is defined as a group of no more than 10 individuals working on a common project or subject matter for a defined period of time. Groups larger than 10 individuals will be considered on a case by case basis at the CEO's discretion.
 - f. The **Collaboration Excellence Award** recognizes cross-divisional teams who served as role models for their exemplary collaboration on a major project or a significant task that contributed to the achievement of the mission, goals and objectives of the organization, or have brought significant credit to, and enhanced the reputation of the organization. For the purpose of this award, a team is defined as a group of no more than 10 individuals working on a common project or subject matter for a defined period of time. Groups larger than 10 individuals will be considered on a case-by-case basis at the CEO's discretion
 - g. The **Client Service Excellence Award** recognizes individuals who have significantly contributed towards the mission and vision of CFMWS as demonstrated through client service excellence by continually exceeding expectations of internal / external clients and improving client satisfaction
 - h. The **Inclusivity and Advocacy Award** recognizes an individual who has significantly contributed towards the mission and vision of CFMWS by advocating for equity, belonging, and inclusion and active contributions to and celebration of the workplace diversity.
 - i. The **Excellence in Innovation Award** recognizes an individual or team who has or have significantly contributed towards the mission and vision of CFMWS by implementing an innovative initiative that created a short or long term impact. For the

purpose of this award, a team is defined as a group of no more than 10 individuals working on a common project or subject matter for a defined period of time . Groups larger than 10 individuals will be considered on a case by case basis at the CEO's discretion.

- j. The **Community Builder Award** recognizes an individual who has significantly contributed towards the mission and vision of CFMWS by demonstrating the spirit of community service through volunteer work on important needs and issues of particular interest to the Canadian Armed Forces Community, which positively impacts on CFMWS as an organization.
 - k. The **Wellbeing Award** recognizes an individual who have significantly contributed towards the mission and vision of CFMWS and who has demonstrated an exceptional commitment to promoting physical and/or mental health and wellbeing in the workplace by fostering a positive work environment as well as occupational health and safety. Nominations will demonstrate evidence of a positive impact on the workforce.
- 17.9 The Achievement Awards are for CFMWS Category I and Category II employees as well as individuals who have a relationship with CFMWS who have significantly contributed towards the mission and vision of CFMWS.
- 17.10 Achievement Awards are presented annually. Nominations are to be submitted as per the Call for Nominations period and Nomination Procedures and Nomination Form.
- 17.11 The CEO reserves the right to revoke an award granted to a recipient should the circumstances arise that, in their opinion, could unfavorably affect the reputation and/or image of the organization.
- 17.12 The Human Resources Advisory Committee reviews all nominations and submit recommendations to the CEO of the names of those individuals who, in the opinion of the Committee, fulfill the criteria of the Achievement Awards. The CEO may also select a worthy individual for any Achievement Award, at their discretion.
- 17.13 To avoid any perception of an unfair advantage or a conflict of interest, if a situation arises where an individual serving on the Human Resources Advisory Committee is nominated for an award or is a nominator, they will not participate in the discussion and the voting process for that Award category.

CHIEF EXECUTIVE OFFICER (CEO) NATIONAL COMMENDATION

- 17.14 At the CEO's discretion, a special commendation for situations deserving of corporate recognition at a national level for outstanding participating in extraordinary situations may be awarded at any time throughout the year. Recipients of the award will be chosen directly by the CEO. Nominations are not required for special commendations unless requested by the CEO.

DIVISIONAL RECOGNITION

- 17.15 Division Heads have the authority to implement recognition practices and activities for their Divisions that are tailored to their specific needs and in support of their objectives and culture. Awards for such recognition must be for employment related accomplishments, such as outstanding service, in order to recognize the employee's overall contribution to the workplace.

RECOGNITION FOR SERVICE

- 17.16 The organization acknowledges employees for their CFMWS service by means of the following programs:
- a. Long Service Awards; and
 - b. Retirement.

LONG-SERVICE AWARDS

- 17.17 The organization officially recognizes its employees' service with the organization starting at five (5) years of completed service and every completed period of five (5) years thereafter.
- 17.18 Long- Service Awards are recognized with a certificate and a choice of a commemorative memento within the calendar year that the milestone is attained, and presented in a manner deemed appropriate by the Division and local HR.
- 17.19 When calculating an employee's completed years of service with the organization, the following provisions will apply:
- a. full-time or part-time service is accrued during periods of time when an employee is :
 - i. drawing a wage,
 - ii. on pregnancy, parental, paternity or adoption leave,
 - iii. on compassionate care leave,
 - iv. on layoff,
 - v. on long term disability,
 - vi. on leave without pay for work related illness or injuries, or
 - vii. on military leave;
 - b. full-time or part-time service is not accrued when an employee is on:
 - i. leave without pay,
 - ii. spousal relocation leave;
 - c. previous periods of service are cumulated when a person returns to the organization after broken service;
 - d. an employee must be actively employed on the date they reach their milestone of completed service to be eligible to receive their Long-Service Award.

RETIREMENT

- 17.20 The organization officially recognizes its employees' retirement by giving them a Retirement Certificate and a choice of a commemorative memento. The presentation of the Retirement Certificate is held locally at an arranged time and venue as deemed appropriate by the Division and supported by the local HR Office.

Re-employed employees are not eligible to receive a second retirement certificate or second commemorative memento.

- 17.21 Upon recommendation from the Division Head, a CEO Honourable Mention may be requested to accompany the Retirement Certificate.

INCOME TAX IMPLICATIONS FOR AWARDS

- 17.22 Awards may be considered a taxable benefit for the recipient as per the Canada Revenue Agency.

RESPONSIBILITIES

17.23 The levels of responsibilities are as follows:

- a. Human Resources Advisory Committee is responsible for recommending to the CEO a list of potential recipients who best exemplify the conditions of each of the Corporate Recognition awards;
- b. Division Heads through their duly appointed managers are responsible for:
 - i. implementing and managing Divisional Awards and informal recognition for their respective division,
 - ii. recommending the presentation of an Honourable Mention in exceptional circumstances to an employee eligible to receive a Retirement Certificate;
- c. The Recognition Office is responsible for:
 - i. Managing the recognition program,
 - ii. providing guidance to HR personnel,
 - iii. monitoring applications,
 - iv. pre-screening nominations to ensure they meet the awards criteria and vetting nominees to ensure they favourably impact the reputation/image of the organization,
 - v. organizing the Celebrating Exceptional Achievement Awards Ceremony;
- d. HRMs are responsible for ensuring the application of the Recognition of Services provisions of the policy and monitoring the accuracy of the data in the human resources information system;
- e. RMHRs are responsible for carrying out compliance reviews with the HRMs and are accountable to ensure proper application of the policy.

REFERENCES

17.24 The following legislation and guide is relevant to the content of this policy:

- *Income Tax Act*
- T4130, Employers' Guide – Taxable Benefits and Allowances
- *Tax Administration Act* (Québec)
- Revenu Québec – Gifts and Rewards
- CFMWS Mission, Vision, Values
- CFMWS Shared Competencies