

Revised Annual Awards Nomination & Selection Process

The nomination and selection process for all categories of award with the exception of Spotlight Awards is as follows:

- a) The prescribed nomination form for each award must be completed by the relevant reporting authority and submitted to the Division Head and copied to the Human Resources Department.
- b) Nominations will not be considered without a completed nomination form.
- c) The deadline for receipt of nominations will be communicated annually.
- d) The Division Head will establish a Department Awards Selection Committee led by the respective head of department.
- e) For small departments, the Division Head may decide to form a Multi-Department Awards Selection Committee, comprising heads of departments and other people managers, where appropriate.
- f) The committee shall comprise an uneven number of at least three (3) members representing people managers at all levels. At least one (1) HR Representative will be present at all committee meetings to provide guidance on the categories of awards and selection criteria.
- g) The committee members will review the nominations submitted for team members within their department and select one nominee for the various categories of award for which their team member qualifies.
- h) The committee will submit its nominees to the Division Head for approval. For small Departments, the Division Head may decide to sit on the Awards Selection Committee for efficiency.
- i) The Division Head will submit all approved nominations to the Head of the Human Resources Department, who will inform the Managing Director and other Executive Managers of all awards approved by the Division Head in the various categories.
- j) The Executive Management Team will review the awards approved by the Division Head and determine the final awardees for all categories of award.
- k) The Managing Director may grant a Managing Director's award to the employee who exemplifies exceptional performance and embodies the company's core values.
- l) Nominations on behalf of Senior Managers will be submitted by the Division Head to the Managing Director for consideration.
- m) The Executive Management Team will approve the nominations for senior managers in each category based on the agreed criteria and the Managing Director will select Executive Managers who meet the criteria for the various award categories.
- n) The Human Resources Committee and the Board of Directors will be informed of the senior managers who were awarded at their next scheduled meeting.