



S.J. Abed & Al Sulaimi Catering Group SAOC  
"We Cater to Your Needs"

## Reward and Recognition (R&R) Policy

Rev01-10.03.2025

SJA-POL-24

### **REWARD AND RECOGNITION (R&R) POLICY**

S.J. Abed is dedicated to acknowledging and rewarding exceptional performance and achievements through creative, flexible and meaningful rewards. Effective and well-communicated reward and recognition practices are an essential part of our total rewards program. Units have the option to establish Defined Reward Programs, or in their absence, provide immediate rewards for specific accomplishments.

**1. Purpose:** The purpose of this policy is to recognize and reward employees for their exceptional performance, dedication and contributions to the organization. The R&R policy aims to foster a culture of appreciation, motivation and continuous improvement.

**2. Scope:** This policy applies to all employees of S.J. Abed regardless of their role, department or tenure.

#### **3. Objectives**

- To acknowledge and reward outstanding performance and achievements
- To enhance employee motivation and job satisfaction
- To promote a positive work environment
- To encourage continuous improvement and innovation
- To retain top talent within the organization

#### **4. Policy Guidelines**

##### **Definitions**

- **Pride:** Refers to self-respect and satisfaction derived from achievements, qualities or skills that deserve one credit. It can be experienced at various levels:
  - Individual pride in the workplace (personal/team/work-unit)
  - Organizational pride (department)
  - Pride is enhanced when appreciation is conveyed through recognition
- **Recognition:** Refers to validation through demonstrated appreciation, acknowledgment and sometimes awards. Recognition encompasses a range of formal and informal practices that collectively express and reinforce values and the way people work together



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- **Formal Recognition:** Structured, scheduled activities (e.g., Employee of the Month/ Awards of Excellence) and departmental-level recognition events. The credibility and integrity of formal recognition programs within organizations are crucial
- **Informal Recognition:** Everyday issues of trust, self-worth and working relationships with others. Informal recognition is vital in fostering pride but is often overlooked. This type of recognition supports an employee's identification with the organization and its mission and provides a foundation for formal recognition
- **Reward:** A one-time cash or non-cash award for significant outstanding performance

### 5. Recognition Categories

- **Performance-Based Awards:** Recognizes employees who consistently exceed performance expectations
- **Innovation Awards:** Acknowledges employees who contribute innovative ideas and solutions
- **Team Awards:** Recognizes collaborative efforts and successful team projects
- **Service Awards:** Honors employees for their long-term commitment and service milestones
- **Special Contribution Awards:** Recognizes employees who make significant contributions to the organization beyond their regular duties

### 6. Types of Rewards

- **Monetary Rewards:** Cash bonuses, gift cards or salary increments
- **Non-Monetary Rewards:** Certificates of appreciation, plaques, trophies or public recognition
- **Experiential Rewards:** Paid time off, travel vouchers or participation in special events
- **Developmental Rewards:** Opportunities for training, professional development or attending conferences

### 7. Eligibility Criteria





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- Employees must have completed at least 9 months of service
- Employees must have a performance rating of 80% or above
- Employees must not have any disciplinary actions or warnings in the past 9 months

### 8. Nomination and Selection Process

- **Nominations:** Employees, managers or peers can submit nominations through the a designated evaluation form
- **Review:** A committee consisting of senior management and HR representatives will review the nominations
- **Approval:** The committee will select the recipients based on the established criteria and the impact of their contributions

### 9. Frequency of Awards

Awards will be presented quarterly during a formal recognition ceremony or event

### 10. Communication and Announcement

- The names of award recipients will be announced through internal communication channels such as emails, letters or during staff gatherings or meetings.
- Recipients will receive personalized congratulations from senior management

### 11. Policy Review and Amendments

- This policy will be reviewed annually to ensure its effectiveness and alignment with organizational goals
- Any amendments to the policy will be communicated to all employees in a timely manner.

Joseph J. Abed  
Director



Date: 10-03-2025