

## Background

---

Rewarding and recognizing employees leads to greater employee engagement, which increases retention and helps create a more positive overall workplace. An employee recognition program is a system that acknowledges and rewards employees for their performance, achievements or behaviours that align with the company's values. Creating a culture of recognition fosters a safe workplace with positive company culture, increases employee happiness and productivity.

## Policy statement

---

To promote and reinforce a positive company culture that works in conjunction with our Service philosophy, by acknowledging and rewarding employees who exemplify our company values.

This policy may be varied or withdrawn at any time at the absolute discretion of Sunkids and is not incorporated as a term of any employee's employment agreement with Sunkids.

## Strategies and practices and application

---

- Sunkids utilise the Kudos application to promote and reinforce a positive company culture by acknowledging and rewarding employees who exemplify our company values.
- All Permanent Part Time, Full Time and Casual employees, regardless of role or tenure, are eligible to participate in the recognition and reward program set out in this policy and which may be varied or withdrawn by Sunkids at Sunkids absolute discretion.
- Casual employees are not eligible to receive monetary rewards through the program.
- We encourage frequent and informal recognition through the Kudos platform, which allows employees to send virtual badges and messages to their colleagues.
- Managers are expected to use the platform to acknowledge employees' achievements in team meetings or one-on-one conversations.
- To further recognise exceptional contributions, we offer the following rewards through the recognition and reward program;
  - Points system: employees receive points for each Kudos they receive, which can be redeemed for rewards such as gift cards. Casual employees are not eligible to receive points.
  - Quarterly awards: every quarter, we award the top point earners with a special prize, such as a company sponsored outing or gift card. Casual employees are not eligible to receive quarterly awards.
  - Team awards: teams that achieve outstanding results or complete a challenging project may be eligible for a team award, which includes a team outing or celebration. Casual employees are not eligible to receive team awards.
- The criteria for a Kudos recognition should align with Sunkids' values and goals, as well as the employee's job responsibilities. The decision to award a recognition or reward is at the discretion of the employee's manager.

- Sunkids will regularly communicate the Kudos program to employees and provide clear instructions on how to give and receive recognition.
- Employees will only be able to access the Kudos program while employed with Sunkids. Once an employee's employment with Sunkids terminates for any reason they will no longer have access to any accumulated rewards or points.
- Employees' Kudos accounts will be suspended whilst they are on extended periods of leave, including maternity leave and annual leave of 6 weeks or more. During the time of the employees leave they will not accrue monetary rewards, however any existing monetary rewards will remain on the employees account to access on their return.
- Any points accrued by an employee are not paid out upon termination of employment for any reason and can only be utilised by an employee while employed by Sunkids and in accordance with the Kudos program.
- Sunkids will review the Kudos program periodically to ensure that it remains effective and consistent with our company's values and culture.
- Sunkids may collect information related to employees messages, activity, points etc. on the Kudos program. Sunkids is the sole owner of this information.

## **Additional safe practices for babies**

---

- N/A

## **Responsibilities of parents**

---

- N/A

## **Procedures and forms**

---

- Internet/Email Usage Log
- Cyber Safety Procedure

## **Links to other policies**

---

- Code of Conduct Policy
- Educator Professionalism and Ethics Policy
- Privacy and Confidentiality Policy
- Cyber Safety Policy

## **Links Education and Care Services National Regulations 2011, National Quality Standard 2018**

---

Regs	168	Education and care services must have policies and procedures
	170	Policies and procedures must be followed
QA	4.1.2	Every effort is made for children to experience continuity of educators at the service
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
	7.1.1	A statement of philosophy guides all aspects of the service's operations

## Sources

---

- Australian Children's Education & Care Quality Authority. (2014)
- Early Childhood Australia Code of Ethics. (2016)
- Education and Care Services National Law Act 2010. (Amended 2018)
- Education and Care Services National Regulations. (2011)
- Guide to the National Quality Framework. (2017). (Amended 2020)
- Guide to the National Quality Standard
- *Privacy Act 1988*

## Further reading and useful websites

---

- N/A

## Policy review

---

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

---

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	4 April 2023	Tiffany Boeske	Policy developed	April 2024
2	20 April 2023	Tiffany Boeske	Amended policy	April 2024
3	8 May 2023	Tiffany Boeske	Amended policy	May 2024