

Reward and Recognition: A Framework

Introduction

The Reward and Recognition (R+R) Framework supports our culture statement:

‘Confident people working together for the future’

It is an integral part of the People and Culture Strategy and achievement of its five key objectives:

1. **Sustainable Organisation**
2. **High Performance Culture**
3. **Innovative Workforce**
4. **Transforming Leadership**
5. **Great Place to Work**

The R+R Framework effectively focuses employee attention on EPA’s values, objectives and guiding behaviours.

Background

A **reward** is defined as something which is given following the occurrence of certain behaviour, with the intention of acknowledging the positive nature of that behaviour, and often with the additional intent of encouraging it to happen again. Rewards can be intrinsic or extrinsic in nature. Intrinsic rewards are internal to the individual, such as contributing to a common good, mentorship or ‘giving back’. Extrinsic rewards are rewards external to the individual, such as payments and promotions (tangible) or praise and public recognition (intangible). EPA aims to find a balance between providing adequate extrinsic rewards and valuing the intrinsic needs of employees.

This R+R Framework provides a range of strategies to cater for different preferences, levels of achievement and values.

Principles

All rewards should:

1. Motivate and reward a high performance culture
2. Promote a close link between performance, reward and recognition
3. Reward significant and outstanding performance that advances EPA’s goals and values
4. Provide timely recognition for individual and team achievement
5. Provide rewards that are valued and meaningful to staff
6. Be fair, applied consistently and transparent
7. Be simple to understand and apply
8. Be clearly communicated to staff

Awards

When developing awards, the following issues have been considered:

1. Definition of the performance criteria and the nature of the contribution (individual or team)
2. Ensuring the Framework reinforces EPA’s strategic business objectives and priorities for employees
3. Frequency of rewards must reinforce EPA’s values, objectives, culture statement and guiding behaviours.

Implementation

Recognition in the form of positive feedback and celebration of achievement should be a matter of regular management and good business practice. Importantly, all managers are responsible for contributing to a culture that rewards and recognises staff achievements.

Managers will:

- Implement reward initiatives which are consistent with the principles of the R+R Framework
- Consult with People & Culture on the development and implementation of new reward initiatives
- Strive to develop a culture of regular and sincere reward and recognition of staff achievements

People & Culture will:

- Provide guidelines regarding rewarding and recognising staff
- Work in partnership with units in developing consistency
- Oversee the use of reward programs and initiatives
- Review and update reward programs in line with best practice and fit with organisational objectives
- Process all rewards

Eligibility

The R+R Framework provides an overarching structure for individual and team awards across EPA.

Eligibility criteria will be specified for all awards under the R+R Framework.

