

12.14 Annual Recognition

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to recognize employees of certain areas at the annual meeting and awards event (event).

Procedure:

Goodwill employees will be recognized in the following areas:

- Retail Manager of the Year
- Retail Assistant Manager of the Year
- Retail Employee of the Year
- Contracts Manager of the Year
- Contracts Crew Leader/Assistant Manager of the Year
- Contracts Employees of the Year (4)
- Administrative Employee of the Year
- Dream Team
- Safe Driver of the Year
- Career Services Participant of the Year
- Employment Training Program Participant of the Year
- Youth Works Participant of the Year
- Community Partner
- Customer of the Year
- Friend of the Year
- Pat Wolfe Award of Excellence

Procedure for Employees of the Year Recognition:

- At the end of each calendar year, the Marketing Department will distribute award nomination packets individualized to each work site along with a list of employees who meet the following eligibility criteria:
 - Hired prior to January 1 of the previous year
 - No disciplinary actions on file for the previous year or to date for the current year
 - Attendance at least 96% or within acceptable standards
- The packets shall be completed and returned to the Marketing Department by the first week in January.
- An Administrative Selection Team shall review the nominations and select two nominees for each award. Each nominee will receive special recognition at the event.
- By the final week in January, all nominees shall be placed on a final, secret ballot. The CEO/President will cast the final vote.
- All nominees shall be notified prior to the event; winners will not be announced until the evening of the event.