



# 2020 Employee of the Year Award Guidelines



# RECOGNITION PROGRAM

- **Objective**

- People are the NUMBER ONE success of any organization.
- BCM One Group Holdings is committed to recognizing employees that **Go The Extra Mile and Surpass Expectations.**

- **Mission**

- Award a Dedicated employee that seamlessly and continually supports our mission statement of **“Providing a World-Class Experience with Every Human Interaction”.**

- **Employee of the Year is Different than Employee of the Quarter**

- This award is **nominated by directors/managers** vs. the quarterly award is nominated peer to peer.
- Managers/Directors can nominate other managers and directors or employees on their teams
- This award is voted on by the Senior Management Team vs. the Employee of the Quarter is voted on by the EoQ Voting Committee.

- **Employees of BCM One, SIP and nexVortex are Eligible**

- Must be an Employee of BCM One Group Holdings (all entities) for 6 months to be Eligible
- Senior Management Team Members & Contractors are Not Eligible

# EMPLOYEE OF THE YEAR AWARD

- Directors/Managers from Each Department Have the Opportunity to Complete an Employee of the Year Nomination Form. Cross Nominations are Accepted to nominate someone outside of your group.
  - Each director/manager can nominate up to 2 people
  - **Nominations are due by November 20, 2020**
- Quarterly employee awards will be taken into consideration when voting on the Employee of the Year Award.
  - There is an area at the bottom of the Nomination form to indicate if the employee was nominated in the past and if they won in the past as well.
- “Quota Bearing” employees are NOT eligible for the employee of the year award. They will be included in a separate award for “Salesperson of the Year Award”.
  - Note: Business Development Reps (BDRs) ARE Eligible for Employee of the Year Award
- Nominations will be reviewed and voted on by the Senior Management Team. The Winner will be announced on December 10<sup>th</sup> at our Virtual Holiday Party.
- Forms are accessed online for Managers to fill out -- <https://forms.bcmone.com/employee-of-the-year-nomination-form/>

# EMPLOYEE OF THE YEAR AWARD

- Employee of the Year Recognized at Virtual Holiday Party on Thursday, December 10, 2020
- Award is a Trip to The Ritz Carlton in St. Thomas, U.S. Virgin Islands
  - 8 days/7-night stay for 2 People
  - Includes airfare and hotel accommodations in a 3-bedroom residence suite
  - Spending Money

*\* Note: due to COVID-19 if the winner is not comfortable traveling and/or there is travel restrictions to St. Thomas, we will work with the winner to develop a comparable prize.*



# ITEMS TO CONSIDER FOR NOMINATIONS

- Employees who perform normally assigned responsibilities at an exceptional level.
- Performing extra duties beyond those normally assigned.
- Employees who demonstrate excellence in teamwork.
- Employees who demonstrate commitment to serving clients, partners, vendors.
- Employees who demonstrate leadership within their role and responsibilities.
- Employees who excels in delivering customer service to clients, partners and/or vendors.
- Performing other roles when the department is short-staffed.
- Volunteering for and working on special projects.
- Volunteering to serve on a department or company committee and contributing to its success.
- Developing new work methods that reduce waste or stretch resources.
- Making creative suggestions that save the department time/money.
- Providing services to others that are beyond assigned responsibilities.

# PARAMETERS FOR RECOGNIZING AN EMPLOYEE FOR GOING ABOVE & BEYOND

- Did the Employee's actions embody our motto "A world class experience with every human interaction"?
- Did the Employee take action outside of its scope of its daily work? Did the Employee's action cause it to sacrifice something such as time after hours?
- Examples for going "above and beyond" include but are not limited to:
  - Did the Employee create/join an unscheduled call/meeting to lend its expertise?
  - Did the Employee's actions directly affect BCM One/SIP, a BCM One/SIP client or partner in a positive manner which built trust, saved time, or added value?
  - Was the Employee recognized by a client either through a letter of recommendation or did the company benefit from a positive review on social media/online website?
  - Did the Employee go to a client site after hours/ weekends?
  - Did the Employee join meetings after hours?
  - Did the Employee contribute to saving an account in danger of being lost?

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