

# EMPLOYEE RECOGNITION TIPS

ESSENTIAL FOR WORKPLACE WELLBEING  
& HAVING HAPPIER MORE ENGAGED  
EMPLOYEES

THANK  
YOU

## POSITIVE FEEDBACK

Saying 'Thank You' in person, via email, by a hand-written note or at a company meeting is simple, but often the most effective form of employee recognition.

## BE SPECIFIC & TIMELY

Ensure you recognise the actions or achievement close to when it happened, & be specific about what the recognition relates to.



## ALIGN WITH VALUES

Recognition of actions that align with a company's core values helps embed values & create culture.

## REWARDS & AWARDS

Rewarding effort and actions can be financial & non-financial; such as an award for a milestone or goal, a workplace outing or lunch, extra time off & gifts.



## PEER-TO-PEER RECOGNITION

Employees recognizing each other for great work & actions broadens recognition. It can be delivered through formal online systems or an informal 'shout out' at a team meeting.

Employee recognition is part of our 'Health & Wellbeing Program' at Summertown, and is a core element of our sustainability strategy. Download our latest sustainability report at [www.summertown.ae](http://www.summertown.ae) to find out more.