



Awards and Recognition Policy

Policy No:	DSSCorp-077
Purpose:	To outline the department's approach to recognising and rewarding excellence and outstanding contribution
Category:	Human Resources
Applicable to:	All staff
Relevant Authority:	Executive Management Group
Related Documents:	<u>Public Governance, Performance and Accountability Act 2013</u> <u>APS Values</u> <u>APS Code of Conduct</u>
Policy Statement:	The department promotes a culture of appreciation and recognition for the contributions and outstanding achievements of staff
Approved by:	Group Manager, Corporate and Governance
Review Date:	October 2021
Policy Owner:	People Services Branch
First Issued:	August 2015
Document Change Control:	Reviewed February 2020

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1. Context

The department promotes a culture of recognition for the contributions and outstanding achievements of its employees. The department recognises that this contributes to high performance, job satisfaction and positive workplace engagement.

2. Policy

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The use of departmental funds to purchase goods and services to recognise and reward employees is not permitted. Examples include, but are not limited to, additional monies paid to an employee's bank account, gift cards, vouchers, tickets to events, meals, additional leave or the purchase of alcohol.