



EMPLOYEE OF THE YEAR AWARDS PROCESS

PROCESS OBJECTIVES	Provide guidelines for recognizing Outstanding Performance
TRIGGER	Yearly
DELIVERABLES	<ul style="list-style-type: none">• A list of employees for the management team to select• Award giveaways for the winner• Mention in Company News Letter• Recognition of the winner on Go website and Newsletter

1. INTRODUCTION:

Employee of The Year Award program is aimed at recognizing employees companywide that demonstrate and exhibit outstanding / exemplary performance that has benefitted Gas & Oil Pakistan Ltd (GO). in terms of achieving its goal/vision. Recognizing effort and achievement is self-reinforcing, therefore the process is aimed at annual recognition:

2. Criteria

- The only criteria is to demonstrate exemplary performance for the year (January - December).
- Respective HODs will select 3 candidates from "Outstanding" and "Very Good" category (Annual Appraisal Process) and submit the 3 nominations to Human Resources.
- Human Resources will analyze the data and tabulate the final list of employees/nominations and submit to the committee.
- The committee comprising of CEO, COO/CFO and GM HR & A will select the winner from the provided list.
- Senior management including General Manager and above does not qualify for the award.




3. Guidelines for Selection the Winner

The following guidelines will help the committee select the **Employee of the Year Award** winner;


- Proactive and forthcoming attitude of an employee helped the company in achieving its goal and mission.
- The employee's efforts had a direct positive Financial impact (needs to be confirmed by CFO).
- The resilience of an employee helped GO directly in prevention of possible financial loss
- Employee's relentless pursuit of excellence helped GO strategically in pursuit of its mission.
- His/her commitment and perseverance facilitated GO in expanding its Business/foot print.

Following are the tools used for recognizing the **Employee of the Year Award** Winner:

- Name of the winner will be announced and Certificate of Recognition & Souvenir will be presented to the winner at the Monthly Management Review meeting;
- Name of winner is displayed on the home page of the portal and published in GO newsletter
- Winner will also receive an amount equal to Rs. 200,000/-



Prepared By
Nabeel Safdar
Sr. Manager HR



Reviewed By
Mudassar Shafique
GM HR&A and Corporate Co-ordination



Approved By
Khalid Riaz
Chairman & CEO