

Shannex Employee Recognition

Program Guide



Shannex is committed to recognizing the dedication and outstanding contributions of employees and volunteers.

At Shannex, we recognize that the employees are the foundation for our success. Dedicated, caring, attentive staff who have committed themselves to providing excellent service to our residents deserve to be recognized and rewarded for their contributions.

Shannex's Employee Recognition Program, which is outlined in detail in this program guide, provides several ways to recognize and celebrate our Great People for their exceptional work and commitment to Shannex. Read on to learn more about the different elements included in the program.

Years of Service Awards

The Years of Service award recognizes employees who have worked with Shannex for one year, five years and every five-year anniversary that follows.

After their first year of service, every employee will receive a one-year anniversary card that is signed by the employee's manager. At every five-year interval, employees will receive a certificate and pin, which will be presented to the employee at their site. This could take place at Speakeasy or any other significant staff gathering.

Long Service Awards

For every employee celebrating twenty-five years of service, and every five-year anniversary after that, they will be invited to the Annual Awards Gala and President's Reception, with the option to bring a guest. During the award ceremony, they will be presented with their certificate and pin.

Retirement Awards

Employees who are retiring with 10 (or more) years of service will receive a letter from the President thanking them for their service.

Employees who are retiring with 25 years (or more) of service will be invited to the Annual Awards Gala and President's Reception, along with a guest, where they will be presented with a commemorative gift.

Caught You Being Great

Caught You Being Great Awards recognize exceptional behaviors by employees who are clearly living and delivering our Guiding Principles: Compassionate, Honest, Professional, Safe.

For each nomination, the employee will receive a certificate. The certificate will highlight which Guiding Principal they were caught demonstrating.

With your permission, your Caught You Being Great Award has a chance to be featured as part of our Great Connections program. A collection of stories celebrating the strong relationships and meaningful experiences that make up our vibrant, warm and supportive Shannex, Parkland and Faubourg communities. Stories featured through Great Connections will appear on our website and social media.

Each Caught You Being Great Award is worth 25 points, which can be redeemed at the Great People Store. Employees can redeem a maximum of 200 points per year (April 1 – March 31) and may only redeem their points twice per year.

Caught You Being Great points reset each year on April 1st. Any points accumulated in the previous year will not be carried over.

Caught You Being Great Awards can be submitted at any time, by all employees. All nomination forms and supporting materials are located in the Employee Recognition section on the Employee Access Portal.

Great People Store

The Great People Store contains branded items that are only available by redeeming Caught You Being Great points. There will be prize options for every point value.

Employees can only cash in their points twice per year (CRA rules!) and they can only earn 200 points per year. Each Caught you being Great Award earns 25 points, so if you earn more than 8 awards in one year, that is commendable, but you will not earn any additional points.

Annual Awards Gala

An awards gala will be held annually to recognize employees throughout the organization. Attendees will include: the Senior Leadership Team; the Senior Management Team; any employee who retired with more than 25 years of service or celebrated a Long Service milestone within the previous calendar year; winners of the Shannex Excellence Awards; and managers who completed the Striving for Greatness portion of the Shannex Leadership Program.

Every employee being recognized will be invited to the gala. Employees being recognized for Retirement and Long Service awards are permitted to invite a guest.

Prior to the gala, a Presidents Reception will take place where employees celebrating long service milestones and retiring with more than 25 years of service will be invited to mingle with the President and members of the Senior Leadership and Senior Management Teams.

Shannex Excellence Awards

The Shannex Excellence Awards have been designed to formally recognize and celebrate the outstanding contributions of Shannex employees. The awards program consists of six (6) award categories:

- Service Excellence Award
- Leadership Award
- Safety Award
- Volunteer Award
- Environmental Award
- Sales Achievement Award

These awards reinforce the importance of service, leadership, safety, environmentalism, sales achievement, and community.

The Shannex Excellence Awards provide opportunities for all employees and volunteers to be recognized for their outstanding service to the company. Being recognized and recognizing others builds a supportive and positive workplace and contributes to making Shannex the best place to work.

Award overviews and materials can be found in the Employee Recognition section of the Employee Access Portal or on ShanNet.