

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.10.1** **PAGE: 1 OF: 1**  
**SUBJECT: EMPLOYEE RECOGNITION PROGRAMS**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY: LEADERSHIP 12-12-12**  
**ISSUE/REVISION DATE: 12-18-00 1-1-13; 1-01-2017** **EFFECTIVE**  
**DATE: 11-15-00**

**PURPOSE:**

Marklund believes that people are its most important resource. Supervisors are encouraged to recognize the efforts of their employees all year long. Peer recognition is also encouraged. The organization also has several formal programs in place to recognize employees through out the year for service and performance. The extent in which any program can be carried out each year will depend on the financial constraints of the organization.

**POLICY:**

Marklund's formal programs are as follows:

Recognition Dinner: Annually all employees are invited to an annual dinner, where our Claire Haverkamp recipient is announced and employees are recognized for their years of service.

Service Recognition: Employees are recognized for incremental years of service through a catalog recognition program. Beginning with 5 years of service, then 10, 15 20, 25, and so on, employees receive a catalog during the month of the particular anniversary. They have an assortment of gifts to choose from. After choosing, the gift is mailed to their home. The value of the gifts and selection go up in value for each five-year increment.

Claire Haverkamp Award: Employees with seven years of service or more are voted for by their peers and one is awarded annually to the employee that most exemplifies the characteristics and culture set by our founder Claire Haverkampf.

You Caught My Eye: A spontaneous award that allows employees to recognize each other for small acts of favors, assistance or kindness. Two top nominations picked monthly by the CEO and the employee's pictures are posted at MHC, MPC, MWC and MDS. All nominators and nominees are recognized monthly in the paycheck memo and receive a gift card from various vendors.

Holiday Turkey: Each year employees receive a turkey around holidays.