



EMPOWERING RECOGNITION

**Bucketlist Rewards
Program Policy**

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INTRODUCTION

Welcome to Bucketlist Rewards, a program designed to celebrate and support our employees' achievements. We believe in fostering a positive, inclusive, and rewarding workplace by recognizing your hard work and dedication. This platform provides a simple and meaningful way to engage and reward employees, helping us build a culture of recognition and growth.

Purpose

This policy outlines the appropriate use of the Bucketlist Rewards platform and program. It is designed to ensure that all employees can enjoy a positive, equitable, and meaningful experience while fostering a culture of recognition and engagement within the company.



PART ONE:

Responsibilities of Employees

Introduction:

Engaging with the platform actively ensures that your contributions and achievements are recognized and celebrated. This section highlights key guidelines to ensure your interactions are meaningful, inclusive, and timely, creating a positive and rewarding experience for everyone.

Responsibilities of Employees

- **Active Participation:** Employees are encouraged to regularly engage with the platform, including sending recognition, redeeming rewards, and participating in challenges or activities.
- **Authentic Recognition:** Ensure that recognition given is sincere, specific, and aligned with company values.
- **Timely Acknowledgment:** Acknowledge achievements promptly to maintain the relevance and impact of recognition.
- **Respect and Inclusion:** All communications and interactions on the platform must be respectful, professional, and inclusive of all team members.

Example:

For instance, when a team member goes above and beyond on a project, take a moment to send a timely acknowledgment of their efforts. This could be a personalized message recognizing their specific contributions, highlighting how it aligns with company values, and ensuring the recognition is professional and inclusive. Check below for an example recognition.

"I wanted to recognize your excellent work on [Project/Task Name]. Your dedication and attention to detail have made a real impact, and we truly appreciate your contributions. Your efforts align perfectly with our core value of [Core Value], and it shows in everything you do.

Thank you for your hard work and commitment!"



PART TWO:

Responsibilities of Managers/Leadership

Introduction:

As a manager, your role is vital in fostering a positive and engaged workplace through effective use of the Bucketlist Rewards platform. This includes promoting active participation, ensuring fair recognition, and maintaining the integrity of the program. Below are key responsibilities to help you lead your team in creating a rewarding and inclusive environment.

Responsibilities of Managers

- **Active Participation:** As a manager, it's important to lead by example by regularly engaging with the platform—sending recognition, supporting reward requests, and participating in challenges or activities.
- **Authentic Recognition:** Ensure that all recognition is sincere, specific, and aligned with company values, while maintaining fairness and providing timely acknowledgment of achievements.
- **Promote Engagement:** Encourage your team members to actively participate in the program, celebrate achievements, and contribute to a positive, rewarding environment.
- **Respect and Inclusion:** Foster a respectful, professional, and inclusive space in all communications and interactions on the platform.

Example:

The entire team collaborated successfully on a cross-functional project that exceeded expectations and delivered outstanding results. See below for an example recognition.

"I want to take a moment to recognize the entire team's hard work and dedication on [Project Name]. Your collaboration and commitment have truly made a difference. Together, you've showcased our core values of [insert core values] and your efforts have resulted in exceptional outcomes.

Thank you for your outstanding contributions and for going above and beyond!"



PART THREE:

Prohibited Actions

Introduction:

To maintain the integrity and effectiveness of the Bucketlist Rewards program, it is essential to adhere to specific guidelines that promote fairness, respect, and transparency. This section outlines prohibited actions to ensure the program remains a positive and equitable experience for all employees.

Prohibited Actions

- **Repeated Recognition:** Avoid recognizing the same individuals repeatedly solely to give points or rewards.
- **Inappropriate Content:** Sharing offensive, discriminatory, or otherwise inappropriate content on the platform is strictly prohibited.
- **Unauthorized Sharing:** Rewards or recognition granted through the platform should not be transferred or shared outside of the intended recipient.
- **Non-Compliance with Company Policies:** Ensure that all recognition aligns with company policies, values, and guidelines.
- **Ignoring Privacy Concerns:** Respect the privacy of colleagues when sending or sharing recognition, ensuring no personal information is shared without consent.

Reporting Misuse of the Platform:

If you notice someone misusing the platform—such as repeatedly recognizing the same individuals for the sake of giving points or sharing inappropriate content—please notify your manager or HR. They will investigate the situation and take appropriate action to ensure the platform remains a positive and equitable space for all employees.



PART FOUR:

Guidelines for Effective Use

Introduction:

Recognition on the platform should go beyond mere points—it should align with the company’s values, celebrate specific achievements, and foster a strong sense of teamwork and accomplishment. By focusing on these key aspects, we ensure that recognition remains impactful, inclusive, and aligned with our organizational goals.



Here are four of our favourite tips to make recognition impactful:



TIMELY

Make sure the recognition is given within a day of the good deed taking place.



SPECIFIC

Ensure that recognitions are as clearly defined as possible.



FREQUENT

Recognition should happen all the time. We recommend anywhere between a day and a week. Rotate between team members and departments.



CORE VALUE

Attach a core value to every recognition to keep them at the forefront of your employees minds.



PART FIVE:

Acknowledgement

Commitment to a Positive Recognition Culture

By using the Bucketlist Rewards platform, employees commit to upholding the values of fairness, respect, and inclusion. This policy ensures that all interactions contribute to a supportive and respectful recognition environment for every





**When we recognize, we build a stronger,
more connected workplace.**

Thank you for taking the time to review the policies and guidelines for using the Bucketlist Rewards platform. By adhering to these principles, we can create a positive, inclusive, and respectful recognition culture that benefits everyone in the organization.

If you have any questions or need further clarification, please reach out to your manager or HR.