

## Top tips for employee rewards & recognition programmes

- Allow sufficient investment into your budget to cover all aspects of the employee recognition programme, including awards, administration, communications and promotional materials.
- Ensure that the incentive is seen to be fair to and attainable by all participants.
- Make sure your voucher selection offers sufficient choice that will appeal to everyone.
- Ensure that the incentive is simple to manage, use existing measurement criteria and don't incentivise behaviors you can't measure.
- Make sure your staff are aware of how to take part in the employee recognition scheme through clear and detailed launch materials.
- Never forget the tax implications, and take specialist advice if you are unsure.
- Regular motivational communication with employees is vital during the incentive period in order to keep the momentum going.
- Don't forget to reward managers as well as staff.
- Make sure you recognise the achievements of staff by presenting the voucher awards.
- Always pay out employee awards as quickly as possible.

