



Policy - Process – Procedure

POLICY TITLE : EMPLOYEE OF THE YEAR & RISE AWARD (GROUP)
POLICY NO. : CO 10.13
REVISION NO. : 04
ENTITY : CORPORATE / GROUP
DOCUMENT OWNER : CORPORATE HR

REV NO.	DESCRIPTION OF CHANGE	ORIGINATOR	RELEASE DATE
00	First release	CORPORATE HR	-
01	Revision 1	CORPORATE HR	01 Mar 2006
02	Revision 2	CORPORATE HR	01 Jan 2009
03	Revision 3	CORPORATE HR	01 Jan 2013
04	Policy 7.2 Service Awards/Training Recognition Program will split into 7.2 Employee of the Year & RISE Award and 7.6 Long Service Award Updated the award for Employee of the Year & RISE Award	CORPORATE HR	14 Dec 2023



Policy - Process – Procedure

1.0 OBJECTIVES

- 1.1 RISE award is presented to selected employees who exemplifies YCH Group's RISE values (Reliability, Integrity, Sincerity and Enterprise), as an individual and working in teams:

2.0 SCOPE

- 2.1 This policy applies to all permanent employees.

3.0 POLICY

- 3.1 This award is a special recognition award by top management for consistently demonstrating outstanding YCH RISE behaviors in the Company.
- 3.2 Employees who exemplify YCH Group's RISE values shall be nominated by the Country to be the Employee of the Year. The winner will then represent the country to compete for the Group RISE Award Winner.
- 3.3 Presentation to winners at each category:

AWARD	WINNER	NOMINEES
Country Employee of the Year	Winner: <ul style="list-style-type: none">- Certificate- SGD500 cash	Top 3 nominees: <ul style="list-style-type: none">- Certificate- SGD200 cash
Group RISE Award	Winner: <ul style="list-style-type: none">- Trophy- SGD1000 cash- 3D2N stay in Singapore	All Country Nominees: <ul style="list-style-type: none">- Certificate- 3D2N stay in Singapore

- 3.4 The Award Committee shall consist of the following management:
- Executive Chairman
 - Executive Directors
 - Regional Heads
 - Chief Financial Officer
 - Head, Group HR

Policy - Process – Procedure

4.0 CRITERIA

- 4.1 Employees with at least 3 years or more of service with Company.
- 4.2 Annual Appraisal grading for consecutive 3 years to be '2+' and above.
- 4.3 With exceptional sense of Reliability Integrity, Sincerity and Enterprise.
- 4.4 To allow other employees to have a chance to nominated, employees who have been the Group Winner in the past 3 years shall not be eligible for the Group Award.

5.0 PROCEDURE

- 5.1 Country HR to activate the selection of the Employee of the Year in December. The winner will then represent the country to compete for the Group RISE Award.
- 5.2 Group HR shall invite each country to nominate their Employee of the Year for the Group RISE Award.
- 5.3 Country GM/HR to fill in the nomination form and provide supporting on the special contributions by the nominee and submit the nomination to Group HR. Supporting documents for the nomination includes:
 - i. Clear indication of nominee's achievements.
 - ii. Past year's learning
 - iii. Good accolades
 - iv. Supporting from Country GM and other Department Heads
 - v. Will be helpful if there are quantifiable data for reference.
- 5.4 Group HR shall arrange a voting session for the selection of the Group RISE Award Winner by the Award Committee.
- 5.5 The Award Committee shall be provided with the voting slip to rank the nominees and the scores will be computed based on the ranking. No discussion shall be conducted during the voting to ensure voting is confidential.
- 5.6 Selected finalists will be invited to come to Singapore and the Group RISE award will be presented during the Corporate Dinner & Dance.

6.0 ATTACHMENT / REFERENCES

- 6.1 Rise Award – Regional Nominations