
 Environment, Health & Safety Office	Procedure #: EHS-05-011
	Date Issued: 04/08/05
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Title: Rewards & Recognition Program	Approved:  <hr/> Director, EHS
SOP Author: Nadia Morrison	

Rewards & Recognition Program

Rewards and Recognition, is an Institute-wide program sponsored by Human Resources, which provides opportunities to recognize employees for exceptional contributions and achievements. This program, supported by the EHS Headquarters and the Environment, Health, and Safety offices, was designed to highlight excellence by acknowledging individuals and teams for work that goes above and beyond expectations for the betterment of the department, Institute, and community.

There are two ways to recognize and award employees within EHS Headquarters and EHS offices as well as colleagues from other departments who demonstrate excellence. The first is with an “*Appreciation Award*” and the second is with an “*Infinite Mile Award*”.

Please take a few minutes to read the award criteria and to then acknowledge the hard work and exceptional achievements of your peers, co-worker, and or colleagues.



Appreciation Awards

Appreciation Awards (a.k.a. “**On-The-Spot**” or “**Spot Awards**”) are presented at the time of achievement. They are intended as informal, on the spot, day-to-day recognition for a job well done. Small gifts, lunches, group events or outings are among the awards that are given to the award recipient(s) in appreciation.

The types of contributions that might be recognized through an Appreciation Award are:

- Staying late to help someone prepare a presentation for the next day.
- Volunteering to cover for a co-worker who is out sick.
- Going out of your way to help prevent an accident.
- Exceeding expectations for a goal or milestone in a long-term collaborative project.

To give an employee an “Appreciation Award”, speak to your manager or supervisor for guidance and then submit the **Rewards and Recognition "Spot Appreciation" Award Form** via <http://web.mit.edu/environment/spotlight/randr.html>



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Infinite Mile Awards

The **Infinite Mile Awards**, of which there are four categories, are annual cash awards. These awards are given to individuals or teams, specifically within the EHS Headquarters and EHS offices, in recognition of their exceptional contributions to health, safety and environmental stewardship at the Institute. The Infinite Mile Awards are intended to acknowledge an exceptional effort on behalf of service, support, and administrative staff. *Subcontractors, consultants, outsourced, and temporary employees are not eligible.*

The four categories of the Infinite Mile Award are:

- **Distinguished Service Award**
 Presented to an individual who demonstrates an exceptional attitude while exceeding expectations and delivers customer service above and beyond the expected level. Recipients of this award exemplify the values and goals of the Institute, the EHS Headquarters and the EHS offices.
- **Service Award**
 Presented to an individual who displays initiative, identifies and assumes added responsibilities without being directed to and consistently and meaningfully contributes to the quality of life at MIT and the greater MIT community.
- **Positive Attitude Award**
 Presented to an individual who consistently maintains an optimistic attitude. This person positively influences colleagues with a professional and friendly demeanor while demonstrating competence and effectiveness, particularly under stressful conditions. This individual serves as a role model to others, demonstrating that although change can be stressful, a positive attitude is a key to success.
- **Team Award**
 Presented to a team that displays initiative through innovation. Whether it is improving a current practice(s) or identifying and solving an environment, health and safety problem, this team assumes ownership and through partnership resolves the issue in a creative and meaningful way.

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Submit a Nomination!

Anyone in the EHS Headquarters and the EHS offices can nominate a colleague from EHS Headquarters/EHS employees and are also encouraged to recognize co-workers outside of these groups. All Infinite Mile Awards nominations must be submitted to the EHS Rewards & Recognition Committee. After careful review, the Committee will select the recipients.

Nomination forms can be found by simply clicking on the following link
<http://web.mit.edu/environment/spotlight/randr.html>

Please follow these three steps:

1. Select the appropriate category
2. Complete form
3. Hit the submit button.

**Remember to provide specific details of the nominee's accomplishments in your write-up!*

Note: committee members cannot write/receive nominations while on the R&R committee.

Further information to MIT's Rewards and Recognition Programs available at:

MIT Rewards & Recognition

<http://web.mit.edu/hr/rewards/index.html>

MIT Excellence Awards

<http://web.mit.edu/hr/rewards/excellence/index.html>