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Purpose

To provide an incentive/reward scheme for all employees of Capricorn and its subsidiaries, up to and including Supervisors/Team Leaders, to encourage and recognise outstanding job performance.

Procedure

Categories

There will 2 Employees of the Month for each financial year giving 24 nominees for Employee of the Year. Each month one employee will be selected from the following categories:

1. Field operations Capricorn group.
2. Support and administration services Capricorn group.

Nominations

Any employee of Capricorn can nominate another employee (up to and including Supervisor/Team Leader) for an Employee of the Month award. Nominations should be submitted to the Executive Assistant General Manager People. From here the nomination form will be sent to the appropriate department Manager with a supplementary nomination form for completion and return to the Executive Assistant General Manager People. Nominations for a month must be received by the Executive Assistant General Manager People no later than the 7th the month following the month the nomination is for.


Criteria

To be eligible, all nominees must have completed six months' continuous service with Capricorn. Equal consideration shall be given to Full-time, Part-time and Casual employees. Employees who have received an Employee of the Month award may not be nominated again providing it is not in the same financial year. Positions above the level of Supervisor/Team Leader are not eligible for nomination.

Candidates should be nominated for outstanding performance within their job classification and should be judged on the following areas:

- Displays a positive attitude towards Capricorn, its policies and procedures
- Team work and commitment to their department
- Strives for improvement
- Attitude towards fellow employees
- Shows initiative when required
- Advocating 'The Capricorn Way' – Co-operation, Loyalty, Integrity, Innovation
- Any outstanding duties performed in a one-off situation
- Attitude towards Members and Suppliers
- Extraordinary job performance
- Exemplary punctuality and attendance
- Appearance/grooming standard

Unless a nominee meet the above relevant criteria, the department concerned should not support the nomination for consideration by the Selection Committee.

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Selection Committee

The Employee of the Month selection Committee will be constituted by the following positions:

- Chief Executive Officer (or his designate); and
- General Manager Human Resources; and
- A rotating independent staff member whose department is not a nominee that month.

It will be the function of the Selection Committee to evaluate nominees each month and decide the winner for both categories. This Committee will meet after the 15th of each month, schedules allowing, selecting the Employee of the Month for the preceding calendar month.

The Selection Committee will review and discuss the nomination forms and decide amongst it the two Employees of the Month. In the event there is no nomination from a particular category the Selection Committee may decide to select an alternative nomination from the other category to constitute the two Employees of the Month. The Selection Committee also has the absolute discretion to select any two of the nominations put forward and may choose should the circumstances warrant it, any nomination form either group in preference to nominations form the other group.

Prizes


The following prizes (or their equivalents) are presented to the winners at an appropriate time ensuring recognition form their work mates and peers:

- A framed certificate.
- An “Employee of the Month” badge to be worn for 12 months.
- A congratulatory letter from the Chief Executive Officer.
- Individual photograph on “Power Performers” wall in reception for the month.
- Employee of the Month article in Grapevine.
- And the choice of:
 - o iPod
 - o TomTom GPS
 - o Wii gaming console.

Employee of the Year

Committee

The full Executive will meet following the end of the financial year and review the 24 winners of the Employee of the Month. They will select an Employee of the Year having regard to the original nomination, selection criteria and ongoing performance throughout the year.

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Prize

The following prizes (or their equivalents) will be presented to the winner of Employee of the Year preferably at the annual Capricorn employee party.

- A trophy incorporating the Capricorn logo and engraved with the winner’s name and date of award will be presented to the Employee of the Year.
- A special “Employee of the Year” name badge. This badge is to be worn for 12 months by the employee and may continue to be worn thereafter if the employee so desires.
- A holiday to the destination of their choice including airfares and accommodation to the value of \$2,000 and \$500 spending money. Maximum prize value \$2,500. This prize is to be taken within 12 months of it being awarded

Accounting

All costs associated with Employee of the Month and Employee of the Year are controlled out of the Human resources operating expenditure budget.