



RwandAir
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EMPLOYEE OF THE MONTH
STANDARD OPERATING
PROCEDURE MANUAL

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1. Purpose

The employee of the month award is used to reward a member of staff who has exhibited exemplary performance in a particular month. It helps in encouraging productivity, and engagement and to improve the morale of employees.

This standing operating procedure manual has the objective to lay clear guidelines on how to select an employee of the month.

2. Revision History

Date	Revision No.	Change	Reference Sections
20/09/2022	1.0	New	All

3. Persons Affected:

All staff

4. Policy

- Staff of each department submits nominations for their preferred candidate for the award.
- The winner will be announced by the HR team
- The award is given out every month

5. Responsible

The Manager of the department, the Head of the department, and HR shall be jointly responsible for the procedures herein

6. Procedure

6.1 Nomination procedure

- Head of the department shall receive nominations from sections Heads
- The nominee must have scored a minimum of 70% during his/her evaluation (KPI)
- The nominee must have competencies relevant to the selection criteria.
- The evaluation form/ results must be attached

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4. With 1=Average and 5=Outstanding, please rank the nominee in the following areas:

Quality of work:	1	2	3	4	5
Attitude towards job duties:	1	2	3	4	5
Problem-solving skills:	1	2	3	4	5
Willingness to help others:	1	2	3	4	5
Service to the department and WB:	1	2	3	4	5

This will be submitted to the HOD and shared with HR.

The employee of the month will be communicated through the HR team.

6.3 Rewards

The employee of the month will be rewarded with the below prizes:

- 2 tickets to a selected destination within RwandAir's network.
- A hotel voucher for two nights in RwandAir contracted hotel according to the first point mentioned above. The destination shall be determined at the time of the award.
- Perdiem policy to be applied
- Recognition photo to be put at the reception area for the period signed by CEO.

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