

# Co-op Career Celebration Scheme

Colleague and Line Manager FAQs



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# Our Career Celebration Scheme

Our new 'Career Celebration' scheme aims to acknowledge and celebrate your commitment and loyalty throughout your career at Co-op from your first year with us until retirement.

This scheme is live from: 1 April 2020

And open to colleagues from all businesses (except Insurance) within the Co-op.

There's no need to apply to be included in the scheme, you will automatically be enrolled into the scheme and celebrated as and when you hit the milestones.

## Career Celebration Email

Colleagues with 1, 2, 3, or 4 years' continuous service are eligible to receive a Career Celebration email.

## Career Celebration Award

Colleagues with 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 or 60 years' continuous service are eligible to receive a gift.

## Retirement Award

Colleagues who retire with over 20 years' service are eligible to receive a retirement gift from Co-op.



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# Further Support & FAQs



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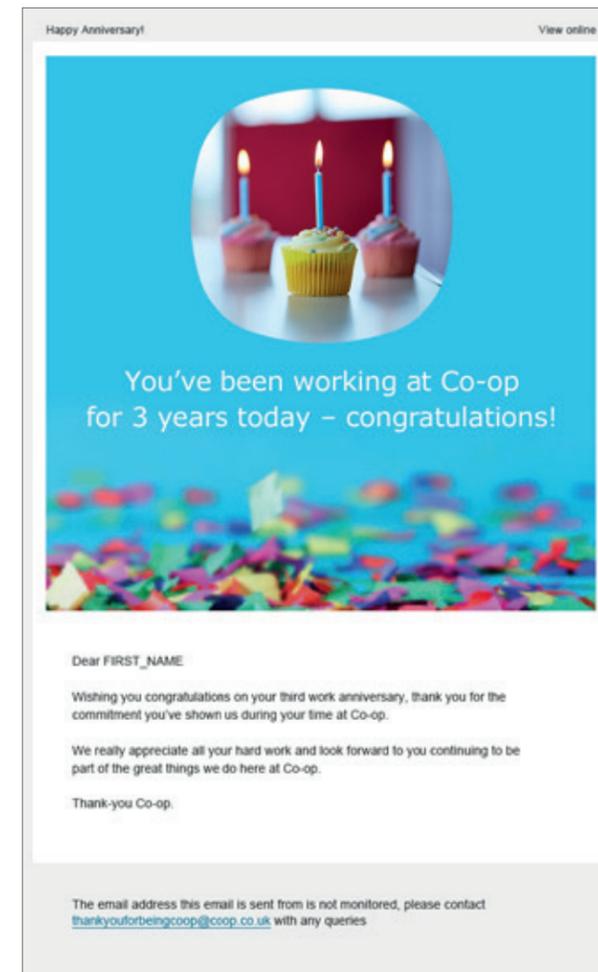
Further Support + FAQs

# Career Celebration Email

## What if I haven't received an email on my anniversary?

The email will be sent to your primary email address as per the MyHR system. You will need to make sure this information is up to date.

If an email is not received, check your spam/junk mailbox in case the email has been routed there in error. If the email is still not found please contact HR Services inbox: [hrservices@coop.co.uk](mailto:hrservices@coop.co.uk) so they can investigate further.



Email example



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# Career Celebration Award

## What if I do not receive my presentation pack to celebrate my anniversary?

Presentation packs are sent to your Line Manager's address as per MyHR. If the Line Manager's details and/or Line Manager's address as per MyHR are incorrect the pack will be delivered to the named Line Manager and address as per system.



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# Scheme Changes

## Why are you changing the Long-Service Awards?

Our Co-op vision – co-operating for a fairer world – extends to more than just the communities and customers we serve. It is also a vision for our colleagues and their working experience at Co-op.

When it comes to recognising loyalty and long service at Co-op, we know from talking to colleagues that we currently start celebrating colleagues' careers too late and not frequently enough. Our colleagues also told us that it is not 'what' they get but 'how' they are celebrated that is most important to them.

In an effort to create a fairer colleague experience, we have evolved our long-service scheme to allow us to celebrate more of our colleagues, more often and in a more meaningful way. We have made the decision to start celebrating work anniversaries earlier, from 5 years onwards. This change means we are celebrating more colleagues' milestones sooner, meaning all our colleagues feel their career is being celebrated, which we believe is fairer. We also want to focus on making celebrations more personal and visible, which is why awards will go direct to line managers before the anniversary, so a celebration can be organised.



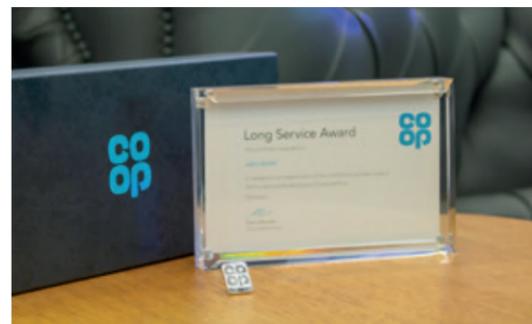
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# Career Celebration Scheme

## What will I receive?

Milestone	Reward
5 Years	Celebration Email, FOLIO: Certificate + Pin Badge
10 Years	Certificate (in frame) + Pin Badge
15 Years	Certificate (in frame) + Pin Badge + £50 Gift card
20 Years	Certificate (in glass block) + Pin Badge + £50 Gift card
25 Years	Certificate (in frame) + Pin Badge + £100 Gift card
30 Years	Certificate (in glass block) + Pin Badge + £150 Gift card
35 Years	Certificate (in frame) + Pin Badge + £200 Gift card
40 Years	Certificate (in glass block) + Pin Badge + £250 Gift card
45 Years	Certificate (in frame) + Pin Badge + £250 Gift card
50 Years	Certificate (in glass block) + Pin Badge + £250 Gift card
55 Years	Certificate (in frame) + Pin Badge + £250 Gift card
60 Years	Certificate (in glass block) + Pin Badge + £250 Gift card

Colleagues with 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 or 60 years' continuous service are eligible to receive an award. See table for a breakdown of the award offering per milestone.



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# Thank you

If you require further Support please contact  
HR Services [hrservices@coop.co.uk](mailto:hrservices@coop.co.uk)



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