

Peer Recognition and Value Champion Policy Template



Policy Type | Policy intentionally reinforces organizational values by celebrating staff performance that strengthens teamwork, compassion, and resilience

Purpose | To foster a positive, supportive, and values-aligned workplace culture by formally recognizing employees who exemplify the organization's core values in their daily work and interactions.

Implementation | Organizations should include this policy in their Employee Handbook and clearly define the values being recognized, the nomination and selection process, and the forms of recognition offered. Leadership should actively promote participation and ensure the policy is applied consistently and equitably across teams and roles.

Organizations may also instate a Recognition Committee--comprised of many team members--dedicated to reviewing nominations on a regular basis to ensure fairness and transparency.

Nominations are submitted by a chosen date of each month using the organization's designated process – a written sheet, an anonymous survey, etc. The Recognition Committee reviews all submissions and selects one or more recipients based on alignment with organizational values and demonstrated impact. Recognition may be awarded at a regular interval determined by the organization.

Key Components :

- All employees may nominate or be nominated for recognition under this policy
- Peer-to-peer nominations are encouraged to elevate staff voices and shared accountability for workplace culture.
- Recognition is grounded in clearly defined organizational values such as teamwork, resilience, kindness, and dedication.

- Selected employees receive both formal acknowledgment and a meaningful reward that supports morale and work-life balance.
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Policy Language Template & Example:

Text that is italicized and underlined denotes where an agency should insert their own language with their own processes

Values Champion Away and Policy: *Organization name* believes that a strong and healthy workplace culture is built through everyday actions that reflect our shared values. To uplift and reinforce these behaviors, *Organization name* maintains a Values Champion Recognition program that honors staff who consistently demonstrate teamwork, resilience, kindness, dedication, and respect in their roles.

All team members are encouraged to participate in this program by nominating peers whose actions positively contribute to the work environment and support colleagues, clients, and the broader mission of the organization. Nominations may be submitted via *the chosen submission process (anonymous survey, written form, etc.)* every *x number of times a quarter*, and are reviewed on a regular basis by a Recognition Committee composed of both staff and leadership representatives.

Selected Values Champions will be publicly acknowledged by *Organization name* and receive a small but meaningful reward as a token of appreciation. Recognition may include a certificate, a preferred shift selection, a “no-meeting” morning or afternoon, or another benefit identified by *Organization name*. These rewards are intended to honor staff contributions while supporting well-being and work-life balance.

Organization name is committed to implementing this policy equitably and transparently. Recognition decisions will not be based on job title, seniority alone, or favoritism, but on demonstrated alignment with our values.