

Employee Policy HR Consult

1. Policy Statement

NHSBT are committed to recognising and rewarding your loyal service. We recognise that the high standards and quality of our organisation is dependent on your contribution, effort and loyalty. This policy covers all NHSBT employees. Our commitment to *inclusion* across race, gender, age, religion, identity, and experience drives us forward every day.

Eligibility

This scheme recognises your long and loyal service to us (or any statutory predecessor Authority), but does not take in to account any other service with other NHS Employers.

The milestones and monetary value for loyal service with continuous or aggregated NHSBT service for:

- 20 years' - £125
- 30 years' - £175
- 40 years' - £250

Our records will normally be able to determine your Continuous Service. However, if we are unable to verify your previous periods of employment (aggregated service) you **must** provide evidence of this before an award can be made.

2. The Process

If you are eligible for an award, this will be automatically identified, and your manager will be contacted to discuss where the award should be sent. It is preferable for the awards to be sent direct to your manager to allow them to present the award to you and mark the milestone however if easier and preferable for both parties, the award can be sent direct to you to as the employee.

Your Loyal Service pack will contain the following:

- A certificate signed by the Chair
- A recognition letter signed by the Chief Executive,
- Access to a redemption code to enable you to electronically access your monetary reward
- A factsheet for guidance on accessing your monetary reward

Your manager is responsible for the safe delivery of the award to you should the award be in their care. They should also ensure that you are thanked and arrange a presentation if appropriate to recognise the contribution you have made.

Confidentiality

All conversations, be it informal or formal, must be kept confidential by all parties involved. We appreciate that this can sometimes be difficult when working in a small team or close environment; however, confidentiality must be maintained. Any breaches in confidentiality will be taken seriously.

3. Policy Approval and Review

Policy version	UCD/People/LoyalService/023v1.2
Title	Loyal Service Award Policy
Approved by SPC	21 st October 2021
EIA completed	20 th January 2022
Counter Fraud check	18 th November 2021
This document replaces	UCD/People/LoyalService/023v1.1
Effective Release Date	21 st October 2021
Review Date	October 2023
Author	Daryl Hall
Filepath	G/HR/HR/Everyone/Policies
Distribution	Available on People First