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| Policy Number | 007-B-2007 |
| Policy Group | Board of Directors |
| Policy Name | Staff Recognition |
| Date of Origin | June 2007 |
| Date Amended | September 2008 |
| Date Reviewed | November 2013, October 2015, November 2017, December 2019 |

PURPOSE To acknowledge the dedication of SUN employees.

SCOPE Board of Directors

POLICY STATEMENT SUN recognizes the importance of acknowledging the hard work and dedication of employees to the organization.

PROCEDURE All SUN staff shall be invited to attend a Board of Directors' hosted event annually in December.

Long term service shall be recognized annually as follows:

- 5 years –\$100
- 10 years –\$200
- 15 years –\$300
- 20 years –\$400
- 25 years –\$500
- 30 years –\$600
- 35 years –\$700
- 40 years –\$800

Eligible staff will receive a generic gift card in the amount of the award they qualify for.

Presentation of the service award will be at the December holiday event. If not in attendance, the eligible staff member(s) will receive their award at the next scheduled Monday Morning Meeting following that December event.