



DLP SERVICES, LLC

EXCEEDING CUSTOMER EXPECTATIONS

Employee of the Month Program

The Employee of the Month (EOM) program was developed to encourage recognition of DLP Services, LLC employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment. Criteria for Employee of the Month (EOM):

- Be in good standing
- Not have been a recipient of EOM Award within the calendar year
- Employee must demonstrate a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.
- Employee must demonstrate a high quality of work and a commitment to carrying out job responsibilities, is an asset to the company, and serves as a role model for others.
- Employee must demonstrate the ability to work as a team member.
- Consistently dependable and punctual in reporting for duty, completes assignments on time and has a distinguished attendance record.

Process

- Forms and criteria on the EOM program will be sent through email and available through the HR Department.
- Nominations are due by the 20th of each month for the following month. Submit completed forms to the HR Department. Forms must be signed by the nominator.
- The EOM program will provide awards to such employees by means that is fair, with equal consideration of all eligible staff.

Employee of the Month:

- The Executive Team and the employee's supervisor will present the award to the employee.



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Employee of the Month Nomination Form

Name of Nominee: _____ Location: _____

Job Title: _____ Date: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the Employee Committee to determine the recipient of this award. These activities must have occurred within the last 60 days. Please attach additional pages if needed. Describe how the employee demonstrated a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.

My nominee meets the selected criteria because:

(Attach an additional sheet if necessary)

Nominator's Name: _____ Phone Number: _____

Nominator's Signature: _____ Date: _____

- One employee of the month will be awarded.
- Nomination forms that were submitted in previous months will be included for consideration in the following months.