

# Leonardo UK People Recognition Scheme Guidance

Welcome to the Leonardo UK People Recognition Scheme, our new online portal that allows us to recognise and reward our people at the click of a button!

At Leonardo, we are very proud of our people and what our teams achieve every day. UK People Recognition allows us to celebrate special occasions and milestones, and gives us the opportunity to recognise our colleagues or teams who have gone above and beyond. Any employee can nominate another by using the recognition portal.

To access the Leonardo UK People Recognition Scheme, simply log into the Leonardo UK Employee Benefits Portal and click on the "Recognising Success" button.



## Non-Financial Recognition

We believe a small gesture can have a big impact and the importance of a Thank You should never be underestimated, which is the foundation of our recognition scheme. The new Leonardo UK People Recognition Scheme allows us to instantly thank our colleagues for the help or support they give us.

Leonardo UK employees can access the portal at any time to recognise their colleagues (individuals or teams) by sending a Thank You e-card with their successes celebrated on the Winners Wall. You can also send personal greetings cards to celebrate personal milestones or special occasions.

In addition, service anniversary e-cards are now sent to those celebrating their first five years of service and every five years thereafter.



*Let us celebrate you ....*

## Financial Recognition

Now that we are able to recognise and thank each other across the UK, the Company acknowledges that many of our people demonstrate behaviours that go above and beyond expectations, and should be considered for financial rewards for more significant achievements.

When a colleague demonstrates a behaviour in line with our values and competencies, you can nominate them to be considered for financial recognition. When sending the colleague a Thank You e-card through the recognition portal, you can add more details as to why they should be considered for a financial reward.

To be considered for financial recognition, the nominee should demonstrate (see appendix for more details):

- 1) Alignment with one or more of our Company Values
- 2) Our key competencies
- 3) An achievement that goes above and beyond expectations

Each month, all qualifying Thank You nominations will be reviewed by a select diverse group on each site who will determine which nominations are to be awarded a financial reward. The select diverse group will have a strong focus on outstanding contribution, with the reward values reflecting this between £100 and £1,000 per individual/team award.

Once awarded to the recipients, the financial reward value can be redeemed within the Leonardo UK People Recognition Scheme portal in the following ways:

- 1) **Flexible Benefits Allowance** - Some or all of the balance can be transferred to your annual flex allowance within the Leonardo UK Employee Benefits portal to spend during the next annual election window for the following benefits year;
- 2) **Gift Voucher** – The award can be exchanged for gift vouchers to spend on a variety of categories such as dining, home, fashion, accessories or grocery;
- 3) **Experience Voucher** – The award can be exchanged for a voucher to spend on experiences such as days out, adventure, food and drink, pampering and driving experiences.
- 4) **Charitable Donations** – Some or all of the balance can be given to a charity of your choice.

# Appendix 1

## Our Values

The UK People Recognition scheme has six Values that Leonardo believes are important for our people to demonstrate in order to receive financial recognition, and are aligned with Leonardo's Charter of Values.

<b>Recognising success and excellence</b>	<i>We encourage those who constantly seek to do better, and we develop an environment where excellence can thrive. We foster value creation through cooperation and teamwork and reward outstanding performance.</i>
<b>Innovation and efficiency</b>	<i>We nurture a culture in which we drive new ideas, develop new technologies and processes to maintain our competitive edge and the quality of what we do. We show agility and timeliness in our response to customer needs, and we assess our performance against the highest standards, taking action constantly to improve our way of doing business.</i>
<b>Mutual respect and working together</b>	<i>We respect our people, their aspirations and careers, their health and wellbeing. We respect each other, our differences and we believe in working together in order to succeed.</i>
<b>Pleasing our customers</b>	<i>We know and respect our customers, their missions and their objectives. We anticipate their needs and create solutions that address these. We exceed their expectations on delivery, service and quality. By doing this we become their most trusted provider.</i>
<b>Encouraging safe and ethical practices</b>	<i>We are committed to not placing business over doing what is right, and we build our relationships on integrity and consistency. We encourage ethical principles and safe practices and adhere to them. We are open, accountable and responsive</i>
<b>Supporting our community</b>	<i>We demonstrate our commitment to our colleagues in the actions that we undertake. Going the extra mile to support our employees and the wider external community to ensure all people benefit from our time, knowledge and passion.</i>

## Competencies

The competency should be selected to explain the type of behaviour demonstrated by the nominee and why it was important to deliver the successful result.

<b>Customer satisfaction</b>	<i>Identifying customer needs and providing high quality solutions.</i>
<b>Technology &amp; innovation</b>	<i>Promoting innovative solutions and/or enhancing performance utilising technological assets.</i>
<b>Integrity in business</b>	<i>Carries out work according to principles of respect, transparency and reliability.</i>
<b>One Leonardo</b>	<i>Demonstrates team spirit by working with colleagues and partners to generate a positive outcome for the company and its brand.</i>
<b>Commercial focus</b>	<i>Proactively builds relationships with customers, seeks new business or establishes the Leonardo brand.</i>
<b>Flawless execution</b>	<i>Demonstrates impeccable attention to detail, manages complexity with efficiency to improve productivity.</i>
<b>Sense of urgency</b>	<i>Demonstrates a strong sense of responsibility in carrying out their work and overcome challenges and timescales.</i>

## Examples of Nomination Reasons

The nomination reason should explain what the colleague did to merit recognition, the actions they took to achieve the results and why they should be considered for a significant financial reward. Please see examples below;

- Significant time saving for the business,
- Significant cost saving and added value for the business,
- Improved product quality,
- Improved process,
- Demonstrated efficiency,
- Promoted Leonardo brand,
- Generated new and sustainable business opportunities,
- Positive customer experience / feedback,
- Exceeded expectations.
- Removal of wasteful practices/process
- Improvement to our environmental and sustainability credentials