

You're
All
Stars!



Nurturing & recognising our people is central to our growth.

Anchor All-Stars Awards is our way of recognising those of you who have gone above and beyond what is expected.

The All-Stars Awards have 8 categories, which means we can recognise and reward more of you for a wider range of achievements.

We expect high standards from our colleagues, but when they exceed those standards, we are committed to recognising that effort, and encourage other colleagues to follow in their footsteps. ***You help raise our standards, we help our customers raise theirs.***

So get involved! It's easy to nominate a colleague, a manager or a team and this guide will tell you how.

A stylized, handwritten signature in black ink, appearing to read 'AH' with a long, sweeping horizontal line extending to the right.

Andrew Harper, CEO



All-Star Categories

Winners to be announced **twice** per year

Community

An individual or team who demonstrates a strong community spirit, actively seeking opportunities to support others and make a meaningful difference to those in need.

Core Values

An individual who embodies the Company's core values - authenticity, nurturing, collaboration, honesty, openmindedness, and reliability, while delivering a high-quality, dependable service.

Impact

An individual who demonstrates exceptional commitment to improving service delivery by identifying practical solutions, streamlining processes or introducing impactful improvements.

Above & Beyond

An individual who is driven by doing more than what is expected of them, going above and beyond the expectations of both their job and duties to make a significant contribution.

Leadership

An individual who inspires and supports colleagues to achieve excellence, fostering teamwork and guiding efforts to meet client needs and business goals.

Team

A team who collaborates effectively, working together to deliver outstanding service, build strong relationships, and achieve shared goals.

Andrew Harper Award

An individual who truly embodies what it means to work at Anchor Group Services. A consistently outstanding example to their colleagues, they demonstrate our core values - authenticity, nurturing, collaboration, honesty, open-mindedness, and reliability, in all that they do.

Winner(s) to be announced in **November** of each year.



Milestone Award

A series of awards that recognise and reward individuals who have demonstrated long-standing commitment to Anchor Group Services.

These will be distributed throughout the year as **key milestones** are reached.





How to
nominate.

All managers, employees and clients can nominate any Anchor employee for any of the six main categories twice a year.



Before submitting a nomination please refer to <https://allstars.anchorgroupservices.co.uk/nomination-guidance>

Nominations are to be **submitted** via the **All-Stars nomination form** on the All-Stars microsite. This can be accessed via the **Anchor Employee Portal** or **online** at <https://allstars.anchorgroupservices.co.uk>

1

2

When the form has been **submitted**, a ticket will be sent to the **HR Team**.

3

HR will then send the **nomination** to the relevant line manager to produce a **qualifying statement**.

4

The employee will then receive an **email** from HR to notify them of their nomination.

5

When the nomination window has **closed**, the judging panel will meet to select the **winners**.

Once selected, winners will be notified via **email** and announced **publicly**.

6

Arrangements will be made for certificates to be **presented in person** by a member of the **senior** management team.



Annual Awards Timeline

SPRING AWARDS

January
- March



- **1st** nomination window **opens**
- Nominees are notified **via email**

April



- Nominations **close**
- Judging panel meet to **select winners**

May



- Winners are **notified** and **announced**
- All-Star Awards **presented**

The awards timeline has, two distinct milestones - the Spring and Autumn Awards, marking exceptional achievements within the organisation. The Spring Awards, scheduled for the first half of the year, will shine a spotlight on accomplishments and contributions made during the initial months, recognising outstanding individuals and teams who have demonstrated excellence and dedication.

Following suit, the Autumn Awards, will provide a second opportunity to acknowledge and honour exceptional efforts, fostering a continuous culture of recognition. The dual awards structure aims to capture the breadth of accomplishments across the entire year, allowing for a comprehensive assessment of employee contributions and achievements.

AUTUMN AWARDS

July -
September



- **2nd** nomination window **opens**
- Nominees are notified **via email**

October



- Nominations **close**
- Judging panel meet to **select winners**

November

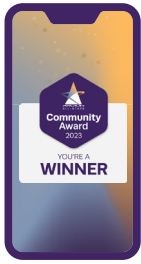


- Winners are **notified** and **announced**
- All-Star Awards **presented**
- Andrew Harper Award **presented**



What our **All-Stars** will receive.

Winners of the internal reward scheme at Anchor Group can anticipate a well-deserved array of incentives and recognition that underscore their outstanding contributions. Beyond the intrinsic satisfaction of being acknowledged by their peers and the organisation, recipients could receive coveted accolades such as personalised certificates, pin badges, a team trophy or Virgin Incentive vouchers.



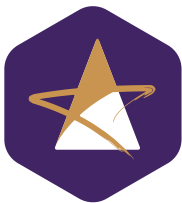
Digital Recognition

All eligible employees will receive a digital recognition via email.



Framed Certificate

Winners in each category will be presented with an All-Stars certificate.



All-Stars Pin Badge

Winners in each category will be presented with an All-Stars pin badge.

All-Stars categories are white, Milestone badges are blue and Andrew Harper badges are gold.



£100 Virgin Incentives Voucher

Individual Winners in each category (with the exception of multiple award recipients and Milestone awards) will be presented with a £100 Virgin Incentives voucher.

Milestone winners will receive varying amounts, please see following page for details. Teams awards will receive a trophy.



Andrew Harper Award

Winners of the prestigious Andrew Harper Award will receive all of the above, along with a special commemorative letter to signify their commitment to Anchor Group Services and our company values.

Celebrating those all important milestones.

Celebrating career milestones is not merely an act of acknowledging professional achievements; it is a moment of reflection, gratitude, and inspiration. These milestones serve as tangible markers of dedication, hard work, and perseverance, representing the culmination of one's efforts and contributions to Anchor Group Services.

A gold-colored circular badge with a serrated edge, containing the number 5 in white.

5

5 Years Service

Certificate, CEO letter & pin badge

A gold-colored circular badge with a serrated edge, containing the number 10 in white.

10

10 Years Service

Certificate, CEO letter, pin badge
+ £100 Virgin Incentives voucher

A gold-colored circular badge with a serrated edge, containing the number 15 in white.

15

15 Years Service

Certificate, CEO letter, pin badge
+ £150 Virgin Incentives voucher

A gold-colored circular badge with a serrated edge, containing the number 20 in white.

20

20 Years Service

Certificate, CEO letter, pin badge
+ £200 Virgin Incentives voucher

A gold-colored circular badge with a serrated edge, containing the number 25 in white.

25

25 Years Service

Certificate, CEO letter, pin badge
+ £250 Virgin Incentives voucher

Meet the judges.

The judging panel for the internal reward scheme at Anchor Group represents a select group of professionals within the organisation, entrusted with the significant responsibility of evaluating and recognising exceptional contributions from employees. Composed of individuals with expertise across various departments, the panel brings a holistic perspective to the assessment process.

Andrew Harper
CEO



Sue Tait
Head of HR



Alex Hiles
Chief Operating
Officer



Alan Neill
Operations Director



Lorraine Hiles
Commercial Director



Rozalia Rushfirth
Key Account Director



How to encourage participation

Effective communication with internal teams and clients during the Anchor All-Stars Awards nomination window is paramount for the success and resonance of the awards scheme. Transparent and clear communication is essential for creating awareness and understanding of the All-Stars awards, ensuring that all stakeholders are well-informed about the criteria, nomination process, and the significance of the recognition.



Communicate with your team

Meetings are encouraged to engage team members and raise awareness of the scheme. Ensure everyone knows what the Anchor All-Stars nomination window is open and how to nominate.

Regular communication throughout nomination windows is encouraged to keep momentum.

Communicate with our clients

Nominations from clients are welcomed for all award categories.

Ensure clients are aware of Anchor All-Stars and the category criteria.

Direct clients to allstars.anchorgroupservices.co.uk to submit nominations.

The **power** of social media

Shout about how proud you are of your team's accomplishments on Social Media - a little recognition goes a long way in showing your appreciation.

Don't forget to let Anchor's creative media manager know about anything newsworthy!

FAQs

Can I nominate myself?

No, unfortunately self-nomination is not an option. However please keep your line manager informed if you have completed a task that you feel goes above and beyond.

Are nominations anonymous?

Nominations are not anonymous and any submitted as anonymous will not be accepted.

Can I nominate someone for more than one category?

Yes, an Anchor employee can be nominated for multiple awards by the same person, as long as there is a clear rationale for each nomination.

How many people can I nominate?

You can nominate multiple Anchor employees, as long as there is a clear rationale for each nomination.

Will Milestone awards be backdated?

As there is no nomination process for the Milestone awards, these will be dealt with separately on a monthly basis rather than bi-annually. Recipients will receive their award on the month they are due.

Who can nominate?

Employees or clients of Anchor Group Services.