

Employee Loyalty and Service Award Policy

Scope

Travaux, Inc. and its subsidiaries value its employees' contributions, knowledge, and experience. In appreciation of this dedicated service, TRAVAUX, INC. recognizes employees as they reach milestone anniversaries of employment and retirement.

Time of Service

Eligibility

Service Award Procedures

Human Resources (HR) will coordinate awards to an employee based on the achievement of each milestone.

HR will coordinate the recognition awards as follows:

- 1 Year (Learning): Presenting a new employee with a “New Kid on the Block” award can significantly increase their confidence.
- Five Years (Experienced): Once an employee has experience in their field, it is important to recognize their contribution.
- Ten Years (Belonging): Ten years with a company is quite an accomplishment, one that is valued by TRAVAUX, INC..
- 15 Years (Invested): An invested employee also deserves to be invested in as well. Reward:
- 20 Years (Veteran), 25 Years (Triumph), 30 Years (Mentor): Devoted employees deserve significant appreciation after 20-30 years of service.

All employees celebrating milestone anniversaries will receive a letter of appreciation from the Secretary/Executive Director.

All employees celebrating milestones will be recognized in a company publication, including the company Intranet.

Employees retiring after 15-plus years of employment without a break of uninterrupted service, excluding Federal and State Law requirements, will be recognized by senior management closest to their retirement date.

It's Your Birthday

All exempt and non-exempt employees are eligible to participate in this employee recognition program.

Award

Employees will receive recognition in a company publication, including the company Intranet.

TRAVAUX, INC. retains, in full, the right to change or revoke this policy at any time, and may do so with or without prior notice, at its sole discretion.