



CAUGHT YOU
C A R I N G

Caring Activity

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OVERVIEW

His Way At Work is a non-profit organization, a 501(c)(3) whose mission is:

Inspiring and helping Business Leaders to improve their workplace by having God at the center and caring for people as He did to create Eternal Value.

This pamphlet describes a specific Caring Activity from a long list of Caring Activities that His Way At Work has compiled over the years from different companies.

A Caring Activity is any company's program designed to:

- Encourage employees to live the company's values in their daily activities
- Demonstrate to employees that they are appreciated by the company where they work
- Inspire employees to actively care for and help each other

The description of the Caring Activity in this document is a general guideline. Each company will adapt the specific criteria based on its particular needs. His Way At Work coaches are available to help you customize Caring Activities for your company.

Some Caring Activities may require compliance with Human Resources (HR) regulations and should be reviewed with your Legal support.

All suggested dollar amounts in this document are in US dollars.

INTRODUCTION

- Caught You Caring is a program to encourage employees to live the company's values through rewards and recognition.
- Employees can nominate coworkers for the award every time they observe practical actions expressing the core values or demonstration of caring towards others
- These awards and public recognition create good examples and role modeling for the entire company.

OBJECTIVES

Inspiration

To encourage employees to live the company's values in their daily activities.

Recognition

To reward those employees demonstrating the company's core values or caring for another person.

Role Model

To highlight good examples and use them as role models within the company.



GENERAL CRITERIA

- When an employee sees another demonstrating the company's core values or caring for another person, he or she nominates them for the Caught You Caring Award by submitting a nomination form (See Appendix B).
- The program is intended to recognize the conduct and behaviors which represent the company's core values.
- All nominations are reviewed and approved by the Caring Team.
- All approved nominees receive an Award.
- All Caught You Caring recipients are recognized before the entire company during periodic (monthly) events like the Celebrate With Gratitude meeting.

ELIGIBILITY

The Caught You Caring Program is intended for all employees:

- Any employee can recommend another employee or receive a recommendation
- All full-time, part-time salaried and hourly employees
- Temporary employees
- All managers

OTHER CONSIDERATIONS

The Caught You Caring program will typically take several months to gain momentum while employees get accustomed to it. One way to accelerate adoption is to engage the natural leaders among employees (those looked up to by the rest). Explain to these employees the importance of the program and encourage them to talk about it and show pride when they are recognized.

CARING MATRIX CLASSIFICATION

Type of Caring Activity

- Relief
- Rehabilitation
- Development

Target Audience

- Employee
- Family
- Community

Target Needs

- Physical
- Emotional
- Spiritual

Refer to Appendix A.



APPENDICES

A

Caring Matrix

B

Nomination Form

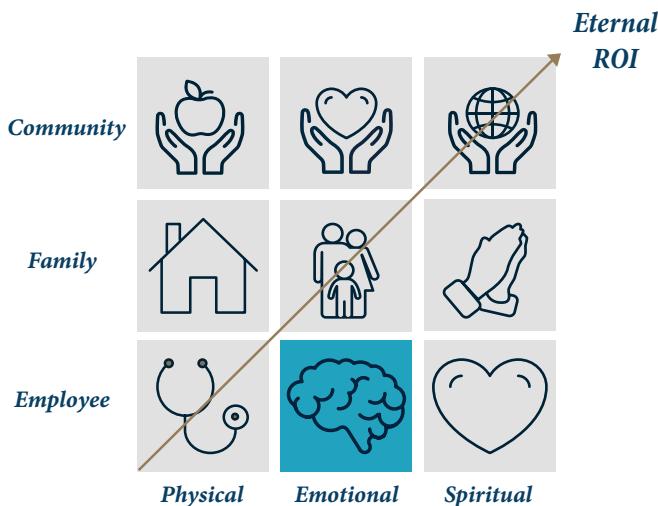
C

Share Your Experience

APPENDIX A

Caring Matrix

CAUGHT YOU C A R I N G



Relief (Reactive)

Rehabilitation

Development (Proactive)

APPENDIX B

Nomination Form



Caught You Caring NOMINATION

Date: _____

Name of Nominee: _____

Department: _____ Position: _____

Please check values displayed:

- [Value 1] - [brief description of the value]
- [Value 1] - [brief description of the value]
- [Value 1] - [brief description of the value]
- [Value 1] - [brief description of the value]
- [Value 1] - [brief description of the value]
- [Value 1] - [brief description of the value]

I recommend this person because: _____

Your Name & Signature: _____

APPENDIX C

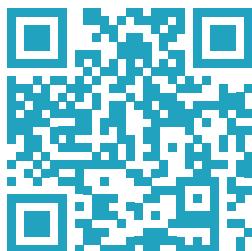
Share Your Experience

This resource has been made possible by the input of caring companies like yours. We would love to hear about your experience and learn from the best practices you develop through your Benevolent Fund.

Please go to the web page:

hwaw.com/caring-activity-feedback/

or scan the QR code:





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