

Innovation Recognition Program Guidelines

Dear Team,

As part of our commitment to fostering a culture of innovation, we are excited to introduce the Innovation Recognition Program. Below are the guidelines for participation:

Eligibility

- All employees are eligible to submit nominations.
- Innovations must have been implemented within the current fiscal year.

Nomination Process

1. Submit a completed nomination form to your department head.
2. Include a brief description of the innovation and its impact on the organization.

Evaluation Criteria

- Creativity and originality of the innovation.
- Measurable impact on the organization or community.
- Feasibility and sustainability of the innovation.

Award Announcement

Winners will be announced during our annual meeting, and they will receive recognition in our company newsletter.

We encourage everyone to participate and share their innovative ideas!

Best regards,
The Innovation Committee