

# Celebrating Success

The University recognises and values the hard work, commitment and achievements of all staff. The Celebrating Success Scheme provides an immediate, flexible, and tangible recognition for staff for a job well done, or for the demonstration of positive Professional Behaviours.

Celebrating Success is an on-line portal, which is intuitive to use to ensure that staff can be recognised and rewarded in a timely manner. Managers can use the site to nominate staff for awards up to the value of £100 and they will receive e-mail notifications to advise them of the progress of their nomination. Through Celebrating Success you can also nominate colleagues from other areas of the University who may have helped you with a project or provided a particularly good service. Awards can be made at any time throughout the year, subject to budget availability and approval.

Staff will receive an e-mail notifying them of their award and giving them access details to the portal to redeem their award. An alternative process is available for those staff without access to a computer. Awards can be redeemed for vouchers from a wide range of retailers, allowing staff to choose something they really want.

We want to celebrate the success of our staff and the portal includes a Hall of Fame which showcases some of the recent awards that have been made.

The portal can be accessed through this link: <https://www.celebratingsuccess.co.uk>.

The scheme will be monitored to ensure that awards, over time, reflect the workforce of the University regarding gender, ethnicity, etc.

The University is working in partnership with an external provider, Sodexo, to deliver this scheme. If you have any queries about the scheme please contact Sarah Ceato, Reward Coordinator at [s.k.ceato@reading.ac.uk](mailto:s.k.ceato@reading.ac.uk), or your relevant HR Partner.

General conditions:

- The Celebrating Success Voucher scheme is available to all University of Reading employees.
- Awards should be redeemed within 12 months of the date of award. The University reserves the right to withdraw any outstanding balances that have not been redeemed within 12 months of the date of award.
- Awards will become void should the individual leave the University before the award has been redeemed.
- All awards are subject to Tax and National Insurance liability. This will be paid by the University on behalf of the individual.
- 1 point is worth £1.
- The University reserves the right to amend the scheme at any time.
- No cash alternatives are available.

Full terms and conditions are available on the Celebrating Success portal.