

Information pack

co
op



Thank you

for Being Co-op awards



What are the Thank you for Being Co-op awards?

We need your nominations!

We're on the hunt for those brilliant colleagues who spread a little Co-op magic wherever they go. We want to thank our colleagues for bringing Being Co-op to life and recognise their achievements. So why not nominate someone you know who's gone above and beyond?

The Co-op is a special place. Over the past few years we've been on a journey of change. We've gone back to our roots, returning to the ideas that made the Co-op great. We've brushed up our image with a bold, modern-take on our clover-leaf logo from the past and we've re-launched our membership, putting us back at the centre of our communities.

Every day you, our 66,000 colleagues, live our Ways of Being Co-op and bring our purpose of championing a better way of doing business to life for customers, members and communities. It's time to celebrate you.





**Show you
care**

**Succeed
together**



What are the award categories?

There are 12 categories for our first ever Group-wide Thank you for Being Co-op awards 2018.

The categories are:

1. Community star award

This award is for a colleague who's made a real difference to the lives of people in their local community. This person has gone out of their way to make lasting community connections and has shown that great things happen when people work together.

2. Co-op magic award (customer nominations only)

Co-op members will be invited to nominate Co-op colleagues from all our businesses who bring our Ways of Being Co-op to life and create that Co-op magic for the customer.

3. Do what matters most award

We'll celebrate a colleague who always does the right thing for colleagues, members and customers, even in the face of challenges and setbacks.

4. Be yourself always award

This award is for a colleague who brings their best self to work every day and inspires others to do the same. Someone who's not afraid to be themselves and accepts everyone for who they are.

5. Show you care award

This award will bring to life a real example of a colleague who's really shown they care to customers, colleagues, members or their communities. Someone who's a true example of why Co-op colleagues are different.

6. Succeed together award

True team work is co-operation in action. This award will be given to the team who've worked together for the good of colleagues, members and the community and the wider Co-op.

7. Store colleague of the year

An award to recognise the achievements of a colleague in store who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

8. Insurance colleague of the year

We'll celebrate a colleague in our Insurance business who brings to life all of the Ways of Being while at work. (Do what matters most, Be yourself always, Succeed together and Show you care).

9. Funeralcare colleague of the year

This award will celebrate the achievements of a colleague in Funeralcare who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

10. Logistics colleague of the year

An award to recognise the achievements of a colleague in Logistics who lives and breathes the Ways of Being Co-op (Do what matters most, Be yourself, always, Succeed together and Show you care) in their work at any of our Depots.

11. Legal Services colleague of the year

We'll celebrate the achievements of a Legal Services colleague who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

12. Support centre colleague of the year

This award is open to any of our colleagues (including colleagues in Co-op Electrical and Digital) who have a role in any of our support centres. We will celebrate a colleague who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) each and every day.

When do nominations open and close?

Nominations are open from **22 January 2018** to midnight on **2 March 2018**. **Nominations won't be accepted after this date.**

What will the winners get?

Unique Co-op experience

Each winner will have the opportunity to work with us to create a special experience that only our Co-op can offer.

This could be anything from a five star chef cooking a meal in the family home to visiting one of our suppliers abroad. Whatever floats their boat! These experiences will take place between May and September 2018.

Where the winners work in the same team (Succeed together award) we'll work with the team to figure out whether they want their experience as a whole team or individually.

Invite to our AGM

There'll also be a special feature at our 2018 AGM (Saturday 19 May 2018) in Manchester to recognise and celebrate the award winners, and showcase what Being Co-op really means.

Afternoon Tea - 19 May 2018

A celebratory afternoon tea will be held on the day of the AGM for those award winners who'd like to, attend in person. The afternoon tea will be an informal event where winners can share their stories with each other.

- Winners don't have to attend the AGM - it's completely voluntary.
- Expenses will be paid for those who want to attend the AGM.
- If winners want to bring a friend or family member, we'll do all we can to make that happen.
- Accommodation will be offered in Manchester for the winners on the night of 18 May 2018.

For any supporting communications created as part of the awards and the AGM, we'll ask winners for their permission before sharing any information. Information collected through the nominations process won't be shared for anything else other than the Thank you for Being Co-op awards.

Time off

Winning colleagues will be given reasonable time off for the AGM and the unique co-op experience. Details of this will be agreed locally in each business area nearer the time.





**Be yourself,
always**

**Do what
matters most**



Are there any rules around nominations?

All nominees should be employed by the Co-op. This includes contractors, colleagues on a fixed term contract, colleagues on maternity leave, and apprentices.

Colleagues making the nomination should also be employed by the Co-op.

Any colleague employed by the Co-op can nominate someone (you don't have to be a manager).

The Co-op Magic category is for Co-op members who aren't employed by the Co-op and want to nominate a Co-op colleague.

If a colleague wants to nominate another Co-op colleague for great customer service they should use one of the other 11 categories to make a nomination.

We know there are awards and ceremonies held in some parts of the business already. Winning colleagues from these awards (ie Food Retail events in the North and the South) can also be put forward for the Thank you for Being Co-op awards.

What's the judging process?

We'll do our best to make sure that every nomination is thought about carefully and everyone is given an opportunity to succeed. Here's the shortlisting and judging process:

Step 1 – Initial shortlist – Thank you for Being Co-op project team

Step 2 – Shortlists presented to panels made up of colleagues across our business

Step 3 – Final judging – Group Executive

The judges' decision on the winners is final. Decisions are based only on the information included in the nomination. The judges will use the Ways of Being as a focus when making the decisions.

When will the winners be told?

We'll be making decisions on the finalists and the winners mid-late April 2018. Winners will be told before the AGM.

What are you looking for in a successful nomination?

We know that all our colleagues have different stories to tell so we don't want to introduce lots of complicated criteria.

We're looking for amazing stories that show how colleagues have really brought the Co-op difference and the Ways of Being Co-op to life. This isn't about everyday acts. We're looking for examples that are out of the ordinary – in whatever business you work in we know that these fantastic stories are out there!

The best nominations will include:

- Details of who and how the colleague has helped, what they've achieved and why they stand out
- As much information as possible within the 500 word count. Judges will only have the information that you give so make sure it counts
- The story about how the colleague or team is living one, or all, of our Ways of Being Co-op

Where do I go to ask a question?

If you've got any questions that aren't answered in this information pack, you can email the team at thankyouforbeingcoop@coop.co.uk



