



## Service Award Scheme

Lambert Smith Hampton seeks to recognise the value and contribution that every employee makes to the ongoing success of our business.

There are a number of ways in which we can and do achieve this at LSH, but one important characteristic is where people reach significant milestones in the length of time that they have been an LSH employee.

This Service Award Scheme sets out how we say “Thank You” to any employee who reaches every 5 year service milestone at LSH

Milestone (Years)	Recognition Delivery	Method of Recognition
5 Year intervals	HR Team	Company Recognition Card
10 Year Intervals	HR Team	Company Recognition Card plus an additional week’s holiday to be taken within the 12 months following the milestone*. Local arrangements also to be facilitated by Head of P&L
20	HR Team	Company Recognition Card plus gift vouchers to the value of £500

*\*The additional week’s leave is not applicable to LSH Site staff.*

The HR Team will control and manage all employee service length data required to deliver this recognition programme and will coordinate the delivery of the recognition awards at each key milestone.

This scheme does not form part of the Lambert Smith Hampton contract of employment terms and may be varied from time to time at the Company’s absolute discretion.

