

Subject: Service Recognition	Effective Date: July 2003
Responsibility: Human Resources	Revision Date: September 2011

Policy:

KRA Corporation (KRA) believes it is important to recognize employees' commitment and dedication to the company. Consequently, KRA will honor landmarks in its employees' work life by recognizing certain service anniversaries with rewards reflective of the relative length of service.

Expected Results:

To improve and sustain positive employee morale, and to maintain KRA's image with its employees, clients, and customers as a company that consistently cares about its employees.

Procedure:

1. KRA Service Recognition Program

Scope: All fulltime KRA employees.

To recognize the significance of various lengths of service, KRA will employ a variety of cost-effective formats, as follows:

- a) Employees with 1 year of service will receive an appropriate card signed by the President & CEO and the employee's respective manager(s). Cards will be sent to employees' home addresses in time to be received on the anniversary date.
- b) Employees with 5, 10 or any multiple of 5 years' service will be invited to a Service Recognition Luncheon, or other Program, with the President & CEO and other managers.

Luncheons or Programs will be scheduled annually, in July. The event may include Service Recognition recipients from all KRA locations, or multiple events may be held if warranted by the number of recipients in a given geographic region.

At the Luncheon or Program, recipients with 5, 10 or multiple-of-5 years' service will receive gifts appropriate to their relative length of service.

- c) Employees will also be recognized in the corporate newsletter, *Inside KRA Today*.
- d) There cannot be a break in service for calculating Service Recognition dates. Therefore, if an employee has been "re-hired", for Service Recognition purposes, the "re-hire" date controls.

KRA's Human Resources (HR) department will be responsible for coordinating the Service Recognition Luncheons or Programs, selecting gifts, notifying recipients and respective managers, and maintaining costs in adherence to the approved budget. Likewise, HR will coordinate with all signatories to have the 1-year service recognition cards completed and mailed in a timely fashion.

KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact Human Resources for additional information.