

Information pack

#BeingCoop Awards 2020



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It's what we do

What are the #BeingCoop Awards?

Celebrating our brilliant colleagues

Everyday you, our 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. That's why, for the third year running, we're on the hunt for our 2020 #BeingCoop award winners to thank our colleagues who go above and beyond to bring our Ways of Being to life.

There's 12 award categories which colleagues at all levels can be nominated for. The winners will be invited to attend a celebration event in May 2020.



What are the award categories?

There are 12 categories for the #BeingCoop Awards 2020.

The categories are:

1. Community Star Award

This award is for a colleague who's made a real difference to improve their local community wellbeing. 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 Member Choice Award (Co-op member 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 through their thoughtful customer service.

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. We're looking for someone who's passionate about Co-op's vision and beliefs and ensures they're at the heart of everything they do.

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 celebrates 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 builds relationships and is a true example of why Co-op colleagues are different.

6. Succeed Together Award

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

7. Store Colleague of the Year

An award to recognise the outstanding achievements of a colleague in store who always lives and breathes our four Ways of Being in their day-to-day role.

8. Funeralcare Colleague of the Year

This award will celebrate the exceptional achievements of a colleague in Funeralcare who always lives and breathes our four Ways of Being in their day-to-day role.

9. Logistics Colleague of the Year

An award to recognise the outstanding achievements of a colleague in Logistics who lives and breathes our four Ways of Being in their day-to-day role at any of our Depots.

10. Legal Services Colleague of the Year

We'll celebrate the exceptional achievements of a Legal Services colleague who always lives and breathes our four Ways of Being in their day-to-day role.

11. Support Centre Colleague of the Year

This award is open to any of our colleagues who have a role in any of our support centres (e.g. HR, Risk, Finance, IT etc.). We'll celebrate a colleague who always lives and breathes our four Ways of Being in their day-to-day role.

12. Co-op Apprentice of the Year

We have just over 1,300 apprentices across our business. This award is an opportunity to celebrate the exceptional achievements of a Co-op apprentice in your business who is living the Ways of Being Co-op brilliantly in their day-to-day role.



Name: James Allen

Award: Apprentice of the Year winner 2019



What are we looking for in a successful nomination?

We know that our colleagues have different stories to tell, and we don't want to introduce complicated criteria around what a winner looks like.

We're looking for amazing stories that show how colleagues have really brought the Co-op difference and lived the Ways of Being. The best nominations are ones that have lots of detail. The judging panel will only know what you tell them, so remember to **SAIL**:

Situation: Why are you nominating this person? Have they implemented a new process, gone the extra mile for a colleague or fixed an issue?

Action: What did they do that made a difference and how were results achieved?

Impact: Include any measurable benefits and how it made you feel.

Link to Ways of Being and our colleague behaviours. How did this demonstrate the four Ways of Being and the behaviours that sit within them?

You can check out examples of what a great nomination looks like by reading through our **2019 winner stories**.

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!



Name: Nicola Ireson

Award: Store Colleague of the Year 2019



Name: Laura Savinaite

Award: Logistics Colleague of the Year 2019

What's new for the 2020 awards?

Colleague Vote

This year, for the first time, the winners of each category will be chosen by you, our colleagues. Once our judges have reviewed all your nominations and selected the category finalists, you will be able to go online at **coop.co.uk/thankyou** and vote for the person who has shown that they live #BeingCoop.

Our judging panels are made up of senior leaders from across the business, and together with Steve Murrells they will select our category finalists.

What will our winners get?

Our 2020 #BeingCoop award winners will get Virgin Experience vouchers to select a celebration gift of their choice.

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

How will our winners be celebrated?

Our 2020 #BeingCoop award winners will all be recognised and celebrated at an awards event in May 2020, showcasing what #BeingCoop really means.

For any supporting communications created as part of the awards event, we'll ask winners for their permission before sharing any information.

Information collected through the nominations process won't be shared for anything other than the #BeingCoop Awards.

Time off

If a colleague is chosen as a winner, they'll be given reasonable time off work to attend the celebration.

Details of this will be agreed locally in each business area nearer the time.



How to get involved!

If you know someone who has gone over and above and deserves to be recognised, we encourage you to nominate them for an award. Nominations are open from 6 January 2020 to midnight on 14 February 2020.

Please go to our recognition website coop.co.uk/thankyou to add your nomination.

If you've already submitted a story to our wall of fame at coop.co.uk/thankyou and we've judged it to be outstanding, this will be automatically entered into the 2020 awards.

The small print

Are there any rules around nominations?

- All nominees should be permanent employees of Co-op, this includes those on maternity leave, Member Pioneers and apprentices. Contingent resource employees are unfortunately excluded from the awards. Apprentices need to be current apprentices or have completed their apprenticeship in 2019.
- Colleagues making the nomination should also be employed by Co-op, unless in the Member Choice category where Co-op members will be invited to nominate Co-op colleagues from all our businesses
- All nominations must comply with current Co-op policies.
- All colleagues can nominate another colleague for an award. It doesn't matter what grade or business area they're in.
- Colleagues at any level can receive an award regardless of grade.
- We know there are awards and ceremonies held in some parts of the business already. Winning colleagues from these awards can also be put forward for the #BeingCoop 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 – #BeingCoop project team
- Step 2** Shortlists presented to our category judging panels
- Step 3** Co-op Executive confirms finalists
- Step 4** Colleague Vote opens to confirm final winners

The judges' decision on finalists 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 in early April for the Colleague Vote on winners to commence in mid-late April 2020. Winners will be told at the celebration event in May if they have won for their category. All winners will be announced to the business following this.

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

You can also visit coop.co.uk/thankyou to read more, see our 2019 winners and read about why they won.

What do you need to do now?

Please take some time to reflect on who you would like to thank and appreciate for their great work and nominate them when the nomination window opens.

Help raise awareness of the awards in your area and encourage your team to take part. Together, we can all celebrate our brilliant colleagues and their valued contribution to customers, members, their fellow colleagues and our communities.

coop.co.uk/thankyou
#BeingCoop