



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1 of 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Jury/Witness Duty

Purpose

To outline the policy and procedures for Employee Recognition and Service Awards.

Policy

It is the policy of GSI to recognize employee contributions and service to the organization by presenting employee recognition and service awards to employees according to the guidelines below.

Procedure

Employees are recognized for continuous service upon completion of five, ten, fifteen, twenty, twenty-five and thirty years of service. Service does not have to be continuous to count toward service credit for the award. Multiple employment periods will be bridged to identify an Adjusted Service Date. The award will consist of a letter written by the CEO, highlighting the employee's career at GSI and the service attained will then be published in the GSI Bulletin.

The Corporate HR Department is responsible for identifying the employees who have attained the above prescribed service awards will be honored, notifying the Supervisor of the employer, ordering the awards, and arranging for appropriate announcements and publication of awards.