

Leader resource – recognising your team

As part of The Aster Offer, recognition is everyone's responsibility. Our recognition platform is Perkbox which all colleagues have access to and can recognise anyone within Aster in just a few clicks.

You will know your team members best and what makes them feel most appreciated. Not all colleagues will be comfortable with public recognition either, so a shout out in a team call may not have the desired effect.

What does recognition look like?

- A simple message of thanks! Drop an email of thanks on a Friday to recognise all of the hard work they have put in this week
- Pick up a bunch of flowers or sweet treat, something you know that individual really likes such as peony flowers or salted caramel chocolate – make it personal
- Enable team members to take time back when possible, you've noticed a team member putting in some long shifts to cover absence in the team. Let them know this hasn't gone unnoticed and they should finish up early a couple of days next week
- The whole team have really pulled together and worked through a backlog of work, get together for a lunch and organize office pizza's as a thanks
- Someone in your team has passed a qualification they have worked really hard towards, congratulate them with Perkbox credit to celebrate

As a leader, do I have a recognition budget?

Yes, leaders have access to a dedicated recognition budget of £30 per head. This budget was introduced in 2020 following feedback from colleagues and leaders.

If you had three people directly reporting into you, you have access to £90 to spend on recognition throughout the year. This doesn't need to be split exactly between your direct reports it's up to you how you choose to distribute it over the year.

What can I use the recognition budget for?

You know your team best, so it's up to you to decide this based on the individuals in your team. Some ideas are;

- Giving Perkbox credit (which the recipient can spend towards something of their choice on the site - 100s of options, including restaurants, supermarkets, coffee shops, high street retailers)
- Paying for a meal out or take out lunch
- A box of chocolates / bunch of flowers
- Hampers

What about other ways of saying thank you?

Recognition doesn't have to mean spending money. Send a personal thank you message via [Perkbox celebration hub](#).

How do I access the recognition budget?

When purchasing items for recognition, you can either use a company credit card (some PA's or heads of service may have one you can use) or purchase using a personal card or cash and claim back via expenses. The account code to use for any recognition is 2050330 coded to 'Colleague Recognition'.

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Each time you access the recognition budget please contact reward@aster.co.uk with the following information for tax purposes;

Date of transaction

Who received the recognition

What was the recognition

Cost of recognition

How do I arrange Perkbox reward points?

Just email reward@aster.co.uk with your request and the following information;

Who it's for

Value of reward points

Short message to go with points

Cost code and account code for re-charging

What about tax implications?

There are tax implications when giving colleagues recognition with monetary value, so to ensure we are behaving in accordance with HMRC Legislation, we need to track any tokens of recognition given. Aster will bear the cost of this tax. To make sure this happens, once we receive the email with the details of the recognition given (as per above), we will let the Payroll team know.