

			
PROCEDURE: Reward and Recognition			
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Procedure Owner	Human Resource Manager		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	25/07/2018	Name: Louise Fuller Signature: 
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Policy: Human Resource • Policy: Reward and Remuneration • Employment Contract 		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Basic Conditions of Employment Act. No 75 of 1997 • Labour Relations Act. No 66 of 1995 • Employment Equity Act. No 55 of 1998 • Skills Development Act. No 97 of 1998 • Skill Development Levies Act & Regulations. No 9 of 1999 • Higher Education Act 101 of 1997 • Department of Education regulations • Companies Act No 71 of 2008 • Protection of Personal information Act, 2013 • Occupational Health And Safety Act 85 of 1993 • Electronic Communications And Transaction Act 25 of 2002 	

	<ul style="list-style-type: none"> • Unemployment Contributions Act 9 of 1999 • Promotion of Access to Information Act 2 of 2000 • Academy of Science Of South Africa Act 67 of 2001 • Adult Education And Training Act 52 of 2000 • National Advisory Council On Innovation Act 55 of 1997 • National Education Policy Act 27 of 1996 • National Qualifications Framework Act 67 of 2008 • Technology Innovation Act 26 of 2008 • Academy Of Science Act 67 of 2001 • National Advisory Council On Innovation Act 55 of 1997 • Protected Disclosures Act 26 of 2000 • National Qualifications Framework Act 67 of 2008 • Tobacco Products Control Act 83 of 1993
Website address of this document:	www.davinci.ac.za

Procedure Description

The Reward and recognition process known as the “Purple cow”

Step	Description	Notes
1	Employees can identify colleagues on remarkability and recognise them writing in Purple Cow Reward and Recognitions online system	
2	The Human Resource Manager will schedule a “Purple Cow” Committee meeting when necessary with the Strategic Adviser, CEO and a Student Representative	
3	The Purple Cow Committee will discuss the nomination and approve or decline the nominations	
4	Human Resource Manager will notify all staff of the monthly successful nominations	
5	Each staff member to then distribute their succesful nominations along with a Leo to the appropriate staff member to be placed in the individual's purple cow	<p>A Leo is representative of R100</p> <p>Each staff member has their own painted and decorated purple cow</p>

6	Annually the Human Resource Manager will review and calculate the top 3 nominees and nominaters	
7	These 6 employees will receive an incentive	

Stakeholders

#	Stakeholder
1	Human Resource Manager
2	Chief Executive Officer
3	Strategic Advisor
4	Student Representative

Version Control

Procedure Owner	Version #	Date	Reason
Human Resource Manager	001	25 July 2018	

