



shine
AWARDS

OUR TIME
to shine

Recognising our exceptional colleagues for the impact they have made over the last 18 months

Greencore Annual Shine Awards 2021

**Awards Information
& Nomination Form**

About the awards

Welcome to the new Greencore Annual Shine Awards. These are our Group-wide recognition awards – they will put a spotlight on colleagues who have shown real drive and dedication to helping improve our business.

The awards complement our existing local Greencore Way Awards but also give us the opportunity to share examples of best practice, ideas, and initiatives that colleagues have been involved in right across our business.

Our first ever annual Shine Awards also give us an opportunity to recognise the determination, skill, commitment, and bravery colleagues have displayed over the past 18 months.

The awards cover 13 categories and there are a mix of individual and team awards to choose from. We are looking for nominations that cover work which has taken place between January 2020 and August 2021. You can nominate anyone – someone you work with, your team, a different team, your supervisor or manager, or even yourself!

You can submit as many nominations as you like - but remember to check whether your chosen category is for an individual or team nomination. If you would like to nominate in more than one category, you will need to use a separate form for each nomination.

The closing date for entries is Friday 10 September so don't delay, look at the categories, complete an entry form and nominate your colleagues today!



Submitting your entry

Once you have decided who you wish to nominate, what award you think they deserve and why, simply fill in the application form in this booklet and use the details on the back page to submit it to our Communications team.

You can download an electronic version of the form from our intranet or complete your nomination directly through our My Core Benefits platform.

Please note there will be a two-stage process to nominations. If your entry is shortlisted, you will be asked to provide more evidence and details of why you think your chosen colleague(s) is/are deserving winners. At this second stage, you will have to provide more detailed examples of the benefits that have been achieved by the individual or team.

We've given a maximum word count for the application – please stick to this as any additional words may not be taken into account when shortlisting applications.



How will the awards be judged?

Each category will have a panel of judges for both the first and second stages of nomination. The panels consist of subject matter experts, members of our awards steering team and all our Group Leadership Team.

The nominators and nominees of all entries that are shortlisted for second stage judging will be invited to an awards ceremony which will take place on Wednesday 8 December 2021.



The Categories

Title	What we are looking for
Inspiring leader (Individual award)	This award is for a leader who has shown exceptional leadership qualities. We are looking for someone who engages people, inspires a team and consistently demonstrates care and trust. This will be a person who has earned the respect of colleagues by listening to their ideas and opinions, supporting their growth and keeping them informed about things that matter to them.
Early careers talent (Individual award)	This award recognises colleagues who are studying on one of the following early careers programmes: Degree Apprentices, Technical Graduate Programme, Finance Graduate Programme, or our Engineering Apprenticeship Scheme. We are looking for an individual who has displayed a proactive and positive attitude to all tasks given to them. We want to recognise someone who inspires others in their approach to their development and their desire to always learn more.
Growing with Greencore (Individual award)	In this category, we are looking for a colleague at any level of the business who you have seen demonstrate commitment to their own growth and development at Greencore. They might be an apprentice or someone developing their career by using our Line Manager or Line Coordinator Framework, or doing something else that has brought benefits to their role and/or to other people. We want to shine a spotlight on colleagues who continuously strive to enhance their own development.
Colleague support (Individual award)	This award recognises colleagues who have gone the extra mile to support others during the difficult times we have all faced through the coronavirus pandemic. We are looking for individuals who have been dedicated to the wellbeing of others. Examples include colleagues who have taken time out of their normal roles to support, encourage and look after others.
Colleague of the year (Individual award)	This is a very open category where we ask the question "Who has inspired you?" We are looking for individuals who stand out for what they have done to support the business in the last 18 months. We are looking for colleagues who have taken it upon themselves to do something extraordinary in the workplace. Who are the unsung heroes that we should be shining a light on?
Customer partnering (Team award)	This award will recognise examples of successful external customer partnerships that demonstrate how we work collaboratively. Is there a customer relationship that you're proud of? Have we grown market share by working together? Is there a project your team has worked on in conjunction with a customer that has been beneficial to them and Greencore?

Title	What we are looking for
Product launch (Team award)	This award will recognise a team that has delivered product innovation since January 2020. We are looking for examples of new product (or product re-development) projects that demonstrate a high level of internal, cross-functional collaboration and have delivered on the original objectives.
Supplier partnering (Team award)	In this category, we are looking for a team that can demonstrate the value we have gained from working in partnership with a supplier or group of suppliers. We will be looking for examples of how risks have been managed and how outcomes have resulted in positive benefits for both parties.
Community engagement (Team award)	This award will go to a group of colleagues who have shown outstanding support to their local community. Their devotion and commitment to helping others will have inspired other colleagues to also get involved in community activity. This award covers site initiatives or activities that smaller groups have undertaken – what we are looking for are examples of colleagues who take pleasure in supporting the local community through volunteering, community work and/or fundraising.
Delivering excellence (Team or individual award)	This award will shine a light on teams who have driven ideas and initiatives to support our efficiency, built capability, and/or created value in the business. The focus is not just on any monetary value of what has been achieved but also on how it was achieved and other benefits.
Driving sustainability (Team award)	In this category, we are looking for ideas and initiatives that have been implemented locally or across several of our sites to support our sustainability work. We will be looking for evidence where we have sourced with integrity, made our products with care and/or fed Britain with pride.
Keeping our people safe (Team award)	This award recognises locally instigated activity which drives and embeds a safety culture at Greencore. We are looking for teams that have shown outstanding commitment to improving our working culture by implementing projects, activities, or behaviours that have helped to keep our people safe.
Food heroes (Team award)	This award is focused on our colleagues who have participated in, and held together the front-line of our business over the course of the pandemic, with specific focus on our manufacturing and distribution teams. We are looking for teams that have made a big impact to our business over the last 18 months.

Nomination Form

Look at the award categories above, select the category you want to enter and then simply give us a few details about why you want to nominate your chosen individual or team. Please answer all the questions.

If you select an 'individual' category, you can only nominate one person. If your entry is for a 'team' category, you can nominate a team of any size but please note that if you are shortlisted, you will have to select a maximum of six people to attend our awards ceremony later this year.

Tell us about you

Your name	
Your role/job title	
Your site/depot	
Your email*	
*or your manager's email if you don't have a Grencore email address	
Phone number	

Please tick the award category your entry is for

If entering more than one category, please use a separate form for each one.

- | | | |
|--|---|--|
| <input type="checkbox"/> Inspiring leader | <input type="checkbox"/> Customer partnering | <input type="checkbox"/> Delivering excellence |
| <input type="checkbox"/> Early careers talent | <input type="checkbox"/> Product launch | <input type="checkbox"/> Driving sustainability |
| <input type="checkbox"/> Growing with Grencore | <input type="checkbox"/> Supplier partnering | <input type="checkbox"/> Keeping our people safe |
| <input type="checkbox"/> Colleague support | <input type="checkbox"/> Community engagement | <input type="checkbox"/> Food heroes |
| <input type="checkbox"/> Colleague of the year | | |

Who are you nominating?

Name(s)	
Role(s)	
Location	

Title of your entry

Tell us about what this individual or team have done and when it happened

What action have they taken in what situation(s)?

e.g. an idea they have had, a role in a project, or something else. (150 words maximum)

How has what they have done made a difference?

Why do you think they deserve this award?

e.g. you could think about the Greencore behaviours they have displayed, the people they have engaged etc. (150 words maximum)

What has been the impact or result of what they did?

e.g. what were the benefits, and to who? (150 words maximum)

How to submit your nomination

There are several ways to nominate, so choose the one that's best for you:

Complete a hard copy of the form from your local site using a black or blue pen, then scan it or take a picture of it and send it by email to **colleague.communications@greencore.com** (please make sure we can read your writing!) If you are not able to scan it, please hand the nomination form to your local HR team or ask a colleague or your manager for help.

Complete an electronic version of the form, available on the intranet, by typing the details of your nomination in the pdf version, then email it to **colleague.communications@greencore.com**

Complete the awards form which is available on our My Core Benefits platform. Click on 'My Greencore' and then on the Shine Awards tile, fill the required information in and submit.

If your nomination is successful in stage one of our judging process, we will contact you for more information to support stage two.

Nominations close on Friday 10 September 2021.

If you have any questions, please speak to your manager or email **colleague.communications@greencore.com**