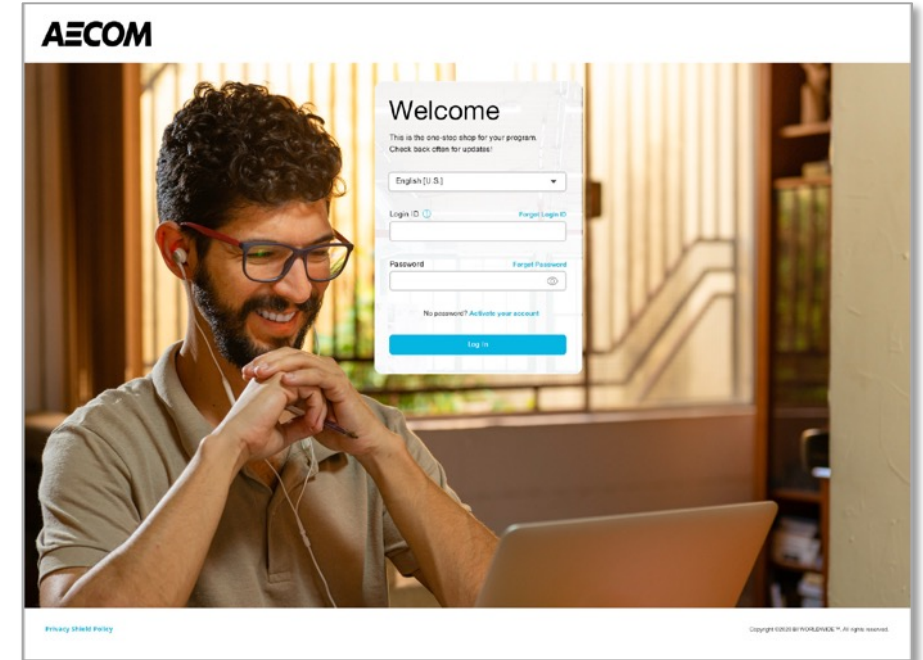


# Give and Receive Kudos

Kudos Program Overview for Managers

# Kudos Global Service Award and Social Recognition Program

- Celebrate the professional contributions and personal achievements of your colleagues around the world by:
  - Sending a congratulatory message when they reach a service milestone
  - Showing your gratitude for the support they provide by sending them a Kudos e-card
  - Giving a badge when they exemplify an AECOM core value.
  - Sending a congratulatory e-card for a personal event such as birthday or graduation
- Regular full-time and part-time employees are eligible
- Administered by BI Worldwide



*Kudos does NOT replace formal performance and rewards feedback which will continue to be submitted through Workday.*

## Accessing Kudos

- Access anytime through Okta single sign on (SSO), accessible through the Service Awards page at:
  - All employees: [WellBeingAtAECOM.com](https://WellBeingAtAECOM.com)
  - U.S. employees: [AECOMbenefits.com](https://AECOMbenefits.com)
  - Canada employees: [benefitsatAECOM.com](https://benefitsatAECOM.com)
- Set up a recovery email address and mobile phone number in your personal contact information when you first log in to your account as it will allow you to reset your password in the future if you cannot locate it or leave AECOM
- If you forget your password, select Forgot Password on [aecom.performnet.com](https://aecom.performnet.com) and enter your AECOM Employee ID as your Login ID and your recovery email address or mobile phone number
- Once logged in, you can select your preferred language in your settings

# Global Service Awards

# Global Service Award Recognition Overview

- When employees reach a 5-year service milestone (e.g., 5, 10, 15, 20+ years of service), they receive points which they can use to purchase gift cards, vouchers, experiential awards, merchandise and more from the Kudos Rewards Marketplace
- Nearly 1 million locally-relevant award options from more than 2,000 top brands
- Employees can choose to donate their points to a charity
- Points never expire — once in an employee's account, points are theirs to keep even if they leave AECOM
- When an employee reaches 20 years of service, they can select a 20-year icon award from an exclusive rewards catalogue (in addition to points)



# Before an Employee's Service Anniversary

- 30 days before employee's service anniversary, managers and peers in the same supervisory organization receive an email, notifying them of the employee's upcoming service anniversary and requesting that they submit congratulatory comments
- 15 days before employee's service anniversary, Managers receive a reminder email about the employee's upcoming service anniversary

Manager Email

Peer Email

# On an Employee's Service Anniversary Date

- Managers receive a reminder email with tips for creating a memorable experience
- Employees receive a congratulatory email with:
  - Peer and manager comments
  - Information about the points they've received
  - A link to the Kudos website to select an award from the Rewards Marketplace

The image shows a screenshot of an email from AECOM celebrating a 10-year service anniversary for an employee named Steve. The email is divided into three main sections. The top section features the AECOM logo, a large '10' with confetti, and the text 'Congratulations, Steve!'. Below this is a message from AECOM on behalf of the company, thanking Steve for his dedication, and a 'Let's celebrate' button. The middle section states 'As a token of our appreciation, you've earned an award!' and informs Steve that he has earned 100 points. It displays three award options: a flight, a smartwatch, and headphones, with a 'Shop now' button. The bottom section shows two congratulatory messages from colleagues, each with a profile picture and a 'Celebrate together' button.

**AECOM**

**10**

**Congratulations, Steve!**


On behalf of AECOM, we'd like to congratulate you on your Ten Year Service Anniversary. Thank you for living our purpose, mission and values each and every day!


[Let's celebrate](#)

**As a token of our appreciation, you've earned an award!**

You've earned 100 points towards an item of your choice!

[Shop now](#)

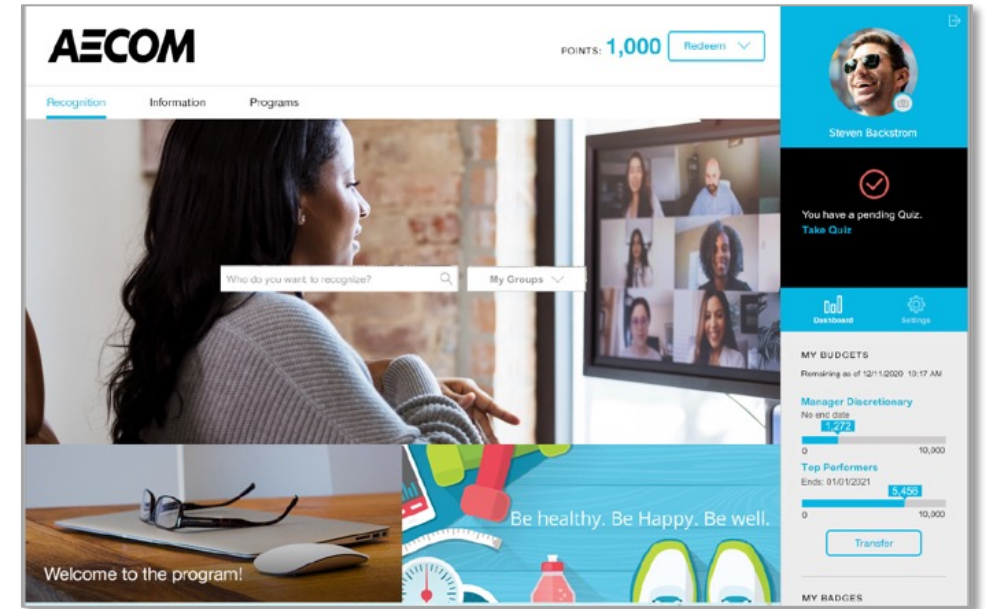
 Congratulations on 10 Years, Steve! And here's to 10 or 50 more!

 Congratulations Steve, it has been so great to see you grow here at AECOM! I look forward to your continued success.

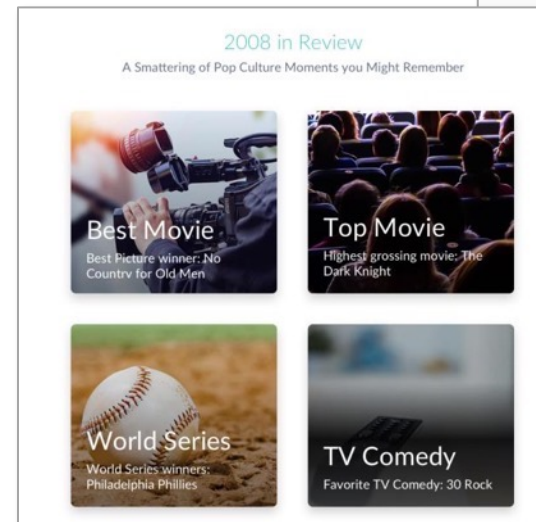
[Celebrate together](#)

# Employee Experience

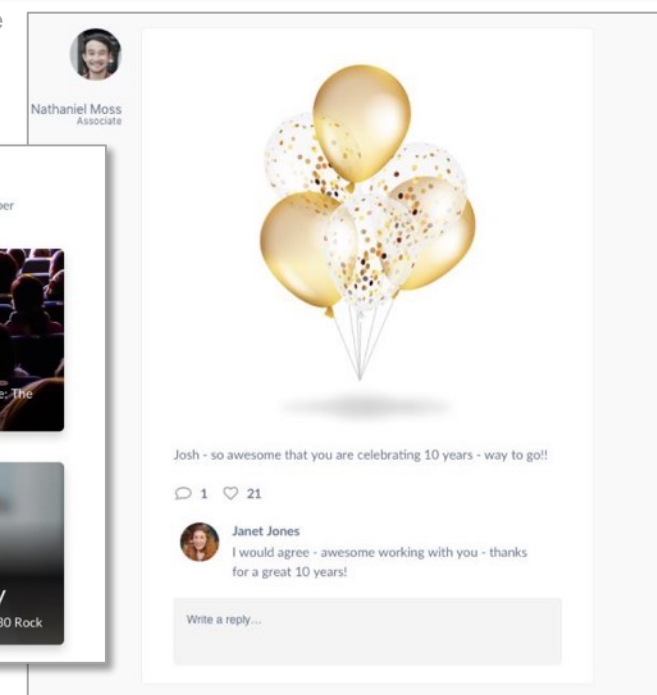
- Once logged into the site, employees can view the points added to their account and redeem their awards through the Rewards Marketplace
- After order submission:
  - Merchandise awards delivered in 2 – 4 weeks
  - Digital awards delivered within 24 – 48 hours
- Service awards may be taxable in some locations — AECOM pays taxes on employees' behalf



Homepage



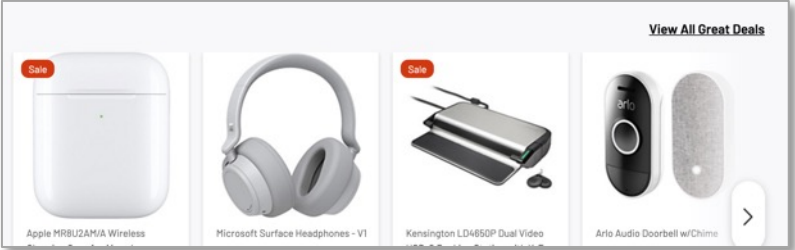
Year in Review



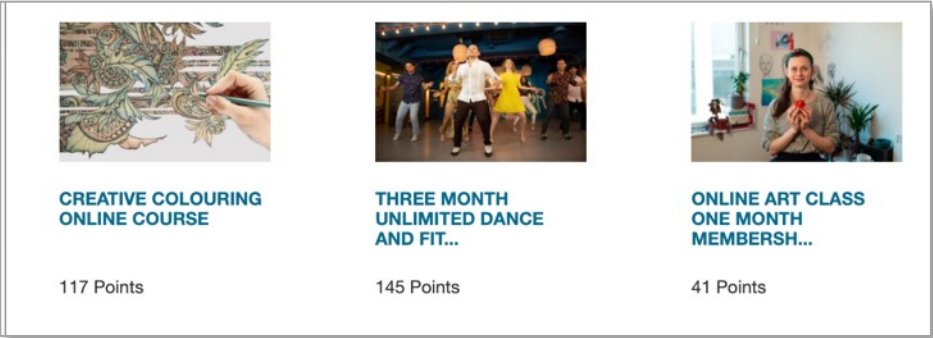
Celebrations page (social feed)



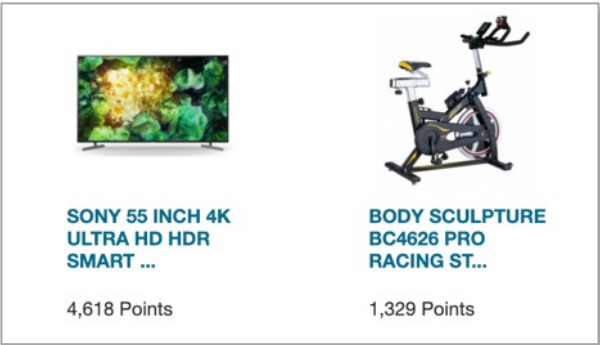
# Examples of Local Service Award Options



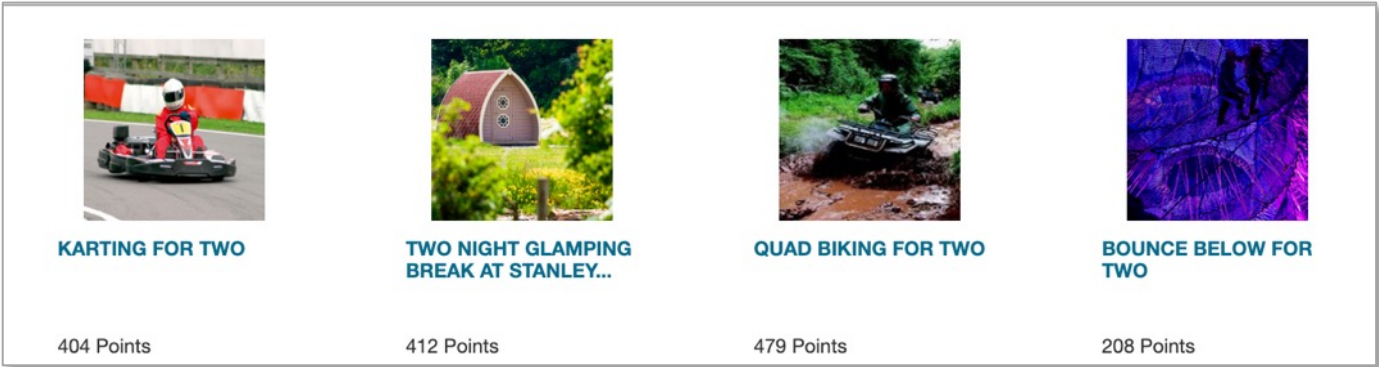
Electronics



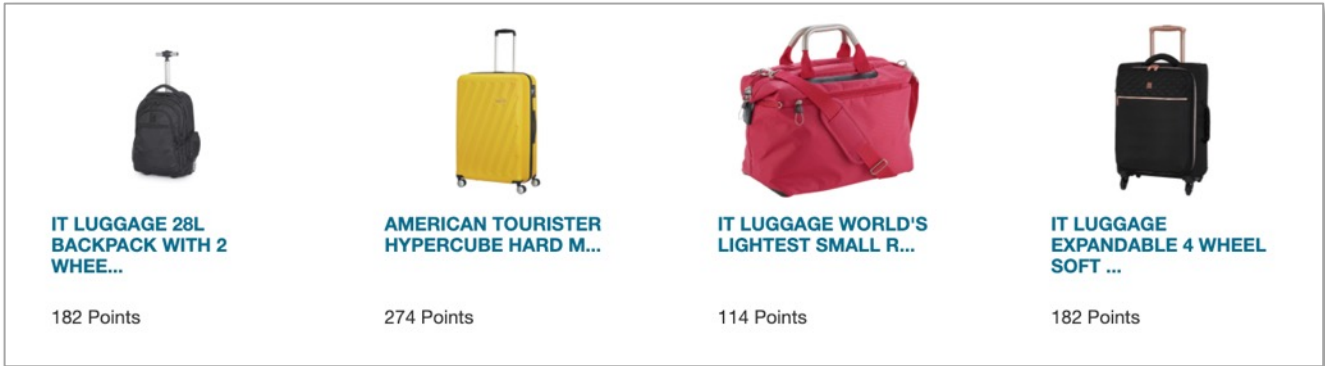
Well-Being



Best Sellers



Experiences

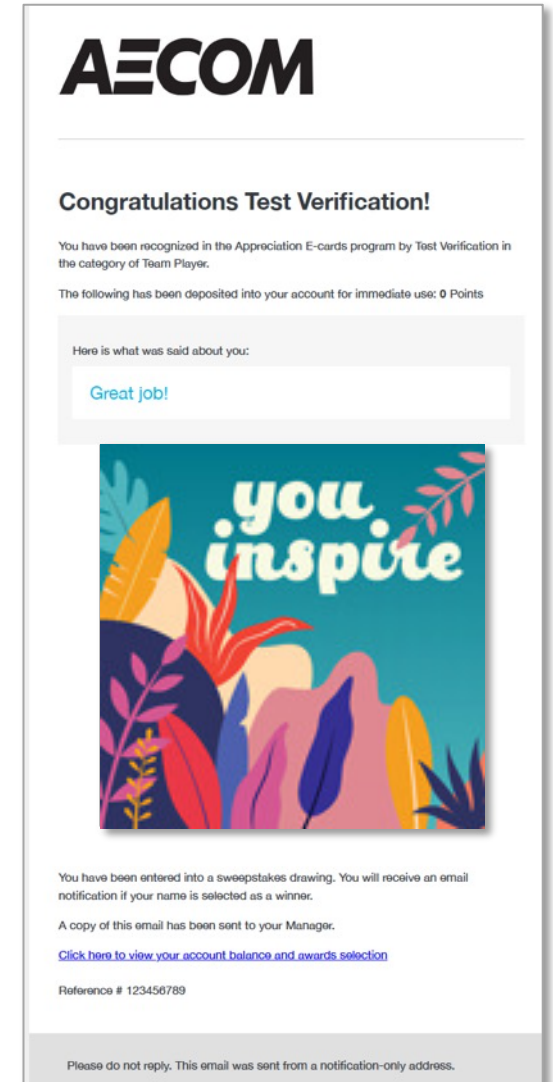


Travel and Luggage

# Give Kudos

# Kudos E-cards and Badges

- Send Kudos e-cards and badges with personalized messages when your colleagues exemplify an AECOM core value
- Recognize colleagues around the world for professional achievements and personal events, including:
  - Individual and team successes
  - Acts of corporate citizenship and altruism
  - Safety behaviors
  - Life events such as birthdays, birth/adoption of a new child, marriage, graduation or loss of a loved one
  - And more
- No points associated with e-cards and badges
- Recipient's manager automatically copied when kudos is given



# Kudos E-cards and Badges (EXAMPLES)

## Badges



Safeguard



Collaborate



25 years of service

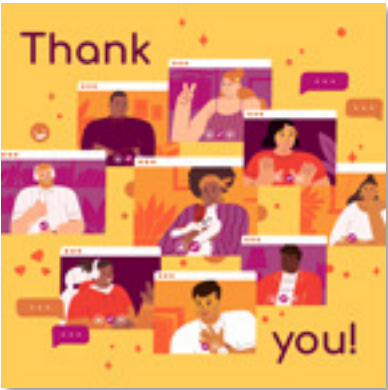


Inspire



Deliver

## E-cards



# Retirement Recognition

## Retirement Recognition Gifts

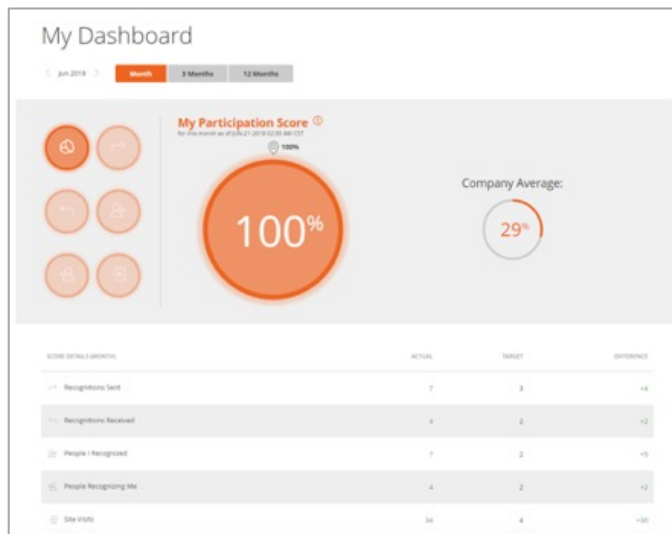
- Managers can recognize the contributions of retiring employees with an AECOM-branded retirement recognition gift
- Retirement recognition options include:
  - Men and women's Caravelle watches
  - Corkcicle canteen and stemless cups
- Contact your HR Representative to request pricing and to learn more about retirement recognition gift options



# Helpful Resources

# Manager Resources

- Service anniversary tool on **WellBeingAtAECOM.com** to find employees with upcoming service anniversaries by date, work location and business line
- Manager tips
- Customizable certificate
- Recognition reports and dashboards



### Celebrating AECOM Service

Join us in celebrating the service, dedication and invaluable contributions of AECOM employees around the world. You can use this tool to search for employees with upcoming service anniversaries, including 1, 3, and 5+ years of service. Data will be updated on a monthly basis.

Don't forget to spread gratitude, celebrate AECOM service and connect with your colleagues around the world with Kudos «link to come», AECOM's global service award and social recognition program.

First Name	Last Name	Month	Day	Years	Country	State/Province	Office Location	Business Unit	Sub Area	Supervisor
A.	Saravankumar	January	20	1	India	TN	Chennai - Airport	Asia	ASIA - India District	Sreekumar, G. (G.)
A.P	Rajewars	November	23	3	India	AP	Gudhuda, PMC Vijayawada	Asia	ASIA - India District	Lodhi, Arvind Kumar (Arvind)
A.	Raza	November	26	3	Canada	ON	Markham, ON - 105 Commerce Valley Dr W	AME Environment	Remediation Canada	Shah, Sanjiv K (Sanjiv)
Aadi	Nawaz	February	10	1	India	KA	3rd Floor - Ferns Icon - Bangalore	GDS	GDC - India GDC	S, Ramangam G (Ramanagam)

### Manager Tips for Creating a Memorable Service Recognition Experience

When employees feel valued and appreciated by their managers, they work harder, are happier, and are more satisfied with their jobs. While it's important to celebrate and show appreciation for everyday successes, recognizing significant milestones in your team's personal and professional lives can make a big difference in whether they feel part of the organization. At AECOM, we celebrate the countless hours our employees have dedicated to building a better world for all, including our clients, communities, colleagues and families!

Here are five actions you can take to create a memorable service recognition experience for your team members:

- 1. Plan ahead.**  
Put your employees' service anniversary dates on your calendar as a reminder. Make it a recurring calendar entry so that each year you get a friendly reminder of each employee's service milestone.
- 2. Make it personal.**  
Send a personalized message directly to your employee on their service anniversary date. Take a few minutes to highlight their strengths and the contributions they've made to the team and the AECOM organization during their tenure.
- 3. Make it impactful.**  
Download, print and sign AECOM's **digital service award certificate**. Present it face-to-face (safely in-person or via Teams) on your employee's service anniversary date and show sincere gratitude for their contributions to AECOM.
- 4. Make it social.**  
Invite others to take part in the service recognition experience. Make others aware of your employee's upcoming service milestone at least 15 days prior to their anniversary date and remind team members and other managers/colleagues who work on common projects with your employee to participate in the Kudos program by sharing personal recognition messages with your employee on their service anniversary date.
- 5. Make it memorable.**  
Coordinate a virtual or in-person celebration for the employee. Invite attendees to share one positive memory they have working with the employee during their AECOM tenure.

## Kudos

**insert employee's name**

You have reached **insert years of service** years of service with AECOM!

Thank you for your unwavering commitment and dedication to deliver a better world.

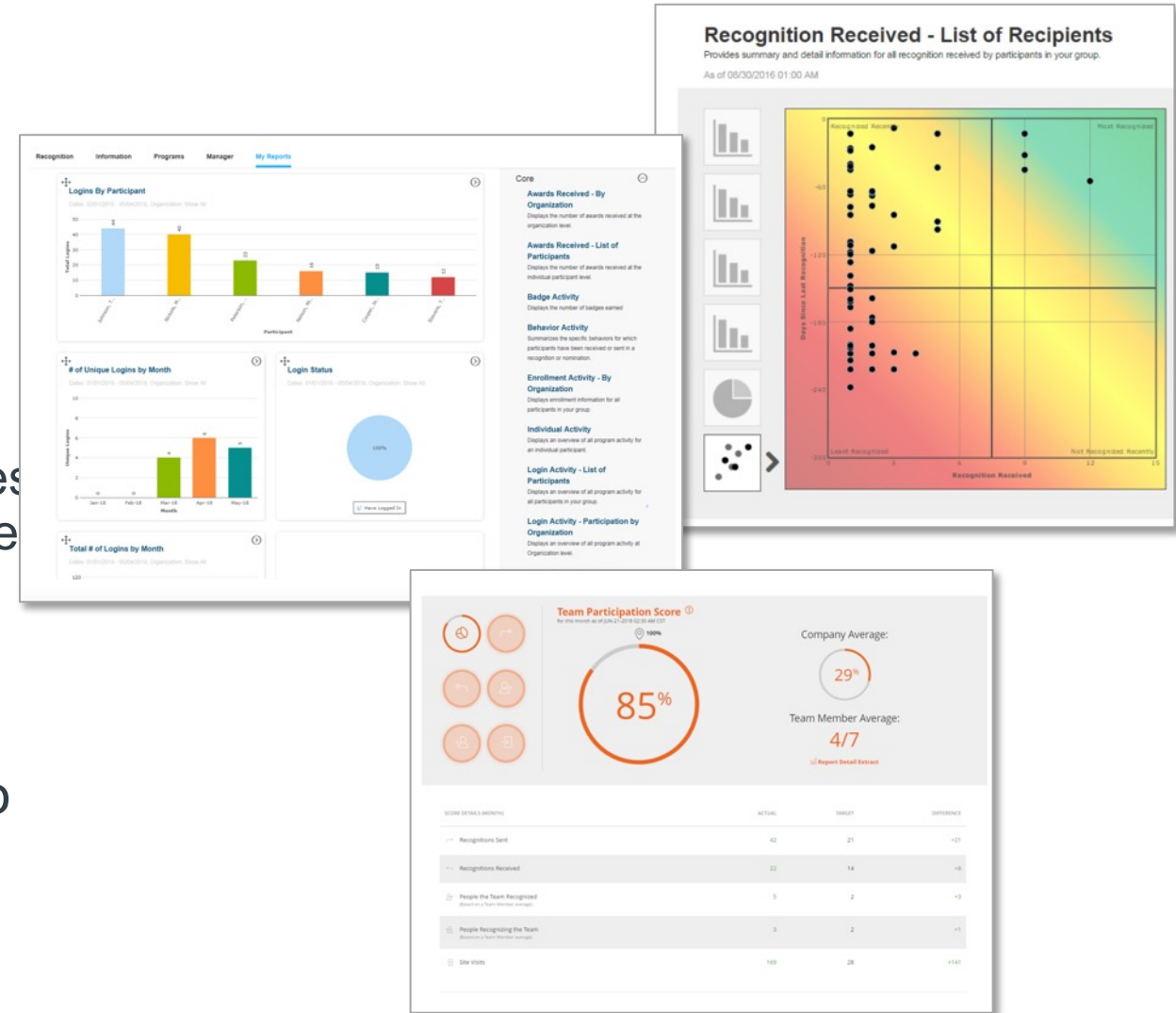
Wishing you many more years of personal and professional success.

**insert your name/signature**



# Monitoring Our Culture of Appreciation

- You have access to robust reporting tools to help you evaluate recognition trends on your team
- You can see:
  - Who is giving recognition
  - Who is receiving recognition
  - How your own program participation compares the AECOM organization, targets set and other team members
  - Any areas of concern
- Share trends with your team and encourage them to spread gratitude and appreciation to their colleagues around the world



# Employee Resources

Service anniversary tool on **WellBeingAtAECOM.com** to find employees with upcoming service anniversaries by date, work location and business line

**AECOM** COMMUNITY CULTURE EVENTS RESOURCES NEED EAP SUPPORT?

### Celebrating AECOM Service

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First Name	Last Name	Month	Day	Year	Country	State/Province	Office Location	Business Unit	Sub Area	Supervisor
A.	Saravankumar	January	20	1	India	TN	Chennai - Airport	Asia	ASIA - India District	Sreekumar, G. (G.)
A.P	Rajeevrao	November	23	3	India	AP	Gudhuda, PMC Vijayawada	Asia	ASIA - India District	Lodhi, Arvind Kumar (Arvind)
A.Reza	Khabbazi	November	25	3	Canada	ON	Markham, ON - 105 Commerce Valley Dr W	AME Environment	Remediation Canada	Shah, Sanket K (Sanket)
Aadil	Navaz	February	10	1	India	KA	3rd Floor - Ferns Icon - Bangalore	GDS	GDC - India GDC	S, Ramanujam G (Ramanujam)

### My Dashboard

Jun 2018 | month | 3 Months | 12 Months

#### My Participation Score

100% Company Average: 29%

KUDOS DATA CATEGORY	ACTUAL	TARGET	VARIANCE
Recognitions Sent	7	3	+4
Recognitions Received	4	2	+2
People I Recognized	7	2	+5
People Recognizing Me	4	2	+2
Site Visits	34	4	+30

Personal dashboard on the Kudos website to see how many kudos you've given this year and how it compares to the rest of AECOM

# For Kudos Website Assistance and Questions About Award Orders

Contact Center	Hours	Languages	How to Access
North America	7:00 a.m. – 7:00 p.m. (GMT -6)	English, French, Spanish	1.833.952.AECOM (1.833.952.3266) or Contact Us link on Kudos website



**AECOM**

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