

Information pack

coop



#BeingCoop Awards



What are the #BeingCoop Awards?

We need your nominations

We're on the hunt for those brilliant colleagues who go above and beyond to make a difference. We want to thank our colleagues for bringing Being Co-op to life and recognise their achievements. So why not nominate someone you know who's gone above and beyond?

Co-op is a special place. Over the past few years we've been on a journey of change. We've gone back to our roots, returning to the ideas that made the Co-op great. We've brushed up our image with a bold, modern-take on our clover-leaf logo from the past and we've re-launched our membership, putting us back at the centre of our communities.

Every day you, our 66,000 colleagues, live our Ways of Being Co-op and bring our purpose of championing a better way of doing business to life for customers, members and communities. It's time to celebrate you.





**Show you
care**

**Succeed
together**



What are the award categories?

There are 13 categories for the #BeingCo-op Awards 2019.

The categories are:

1. Community Star Award

This award is for a colleague who's made a real difference to the lives of people in their local community. This person has gone out of their way to make lasting community connections and has shown that great things happen when people work together.

2. Co-op Member Choice Award

Co-op members will be invited to nominate Co-op colleagues from all our businesses who bring our Ways of Being Co-op to life and make a difference for the customer.

3. Do What Matters Most Award

We'll celebrate a colleague who always does the right thing for colleagues, members and customers, even in the face of challenges and setbacks.

4. Be Yourself Always Award

This award is for a colleague who brings their best self to work every day and inspires others to do the same. Someone who's not afraid to be themselves and accepts everyone for who they are.

5. Show You Care Award

This award is for a colleague who's really shown they care to customers, colleagues, members or their communities. Someone who's a true example of why Co-op colleagues are different.

6. Succeed Together Award

True team work is co-operation in action. This award will be given to the team who've worked together for the good of colleagues, members and the community and the wider Co-op.

7. Store Colleague of the Year

An award to recognise the achievements of a colleague in store who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

8. Insurance Colleague of the Year

We'll celebrate a colleague in our Insurance business who brings to life all of the Ways of Being while at work. (Do what matters most, Be yourself always, Succeed together and Show you care).

9. Funeralcare Colleague of the Year

This award will celebrate the achievements of a colleague in Funeralcare who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

10. Logistics Colleague of the Year

An award to recognise the achievements of a colleague in Logistics who lives and breathes the Ways of Being Co-op (Do what matters most, Be yourself, always, Succeed together and Show you care) in their work at any of our Depots.

11. Life Planning and Legal Colleague of the Year

We'll celebrate the achievements of a Life Planning and Legal colleague who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care) in their day-to-day role.

12. Support Centre Colleague of the Year

This award is open to any of our colleagues (including colleagues in Co-op Electrical and Digital) who have a role in any of our support centres. We'll celebrate a colleague who always lives the Ways of Being (Do what matters most, Be yourself, always, Succeed together and Show you care).

13. Co-op Apprentice of the Year

This award is open to all of our apprentices across the business. We'll celebrate the achievements of a Co-op apprentice who is living the Ways of Being Co-op brilliantly in their day to day role.



Name: Barbara French
Award: Logistics Colleague of the Year 2018



Name: Samantha Peake
Award: Store Colleague of the Year 2018

When do nominations open and close?

Nominations are open from **7 January 2019** to midnight on the **17 February 2019**.

If you've already submitted a story to our wall of fame at coop.co.uk/thankyou and we've judged it to be outstanding, we'll automatically enter it into the 2019 awards.

What will the winners get?

Unique Co-op experience

Each winner will have the opportunity to work with us to create a special experience that only our Co-op can offer.

In 2018 our winners chose a variety of exciting Co-op experiences like a VIP pass to the Latitude Festival, a personal Coronation Street tour, and a personal tour of a UK winery. These experiences will take place between May and October 2019.

Where the winners work in the same team (Succeed together award) we'll work with them to figure out whether they want their experience as a whole team or individually.

If our winners would prefer to choose their own experience, we'll provide Virgin Experience vouchers for them. It's all about you and what floats your boat.

Invite to our AGM

There'll also be a special feature at our 2019 AGM (Saturday 18th May 2019) in Manchester to recognise and celebrate the award winners, and showcase what Being Co-op really means.

Afternoon Tea - 18 May 2019

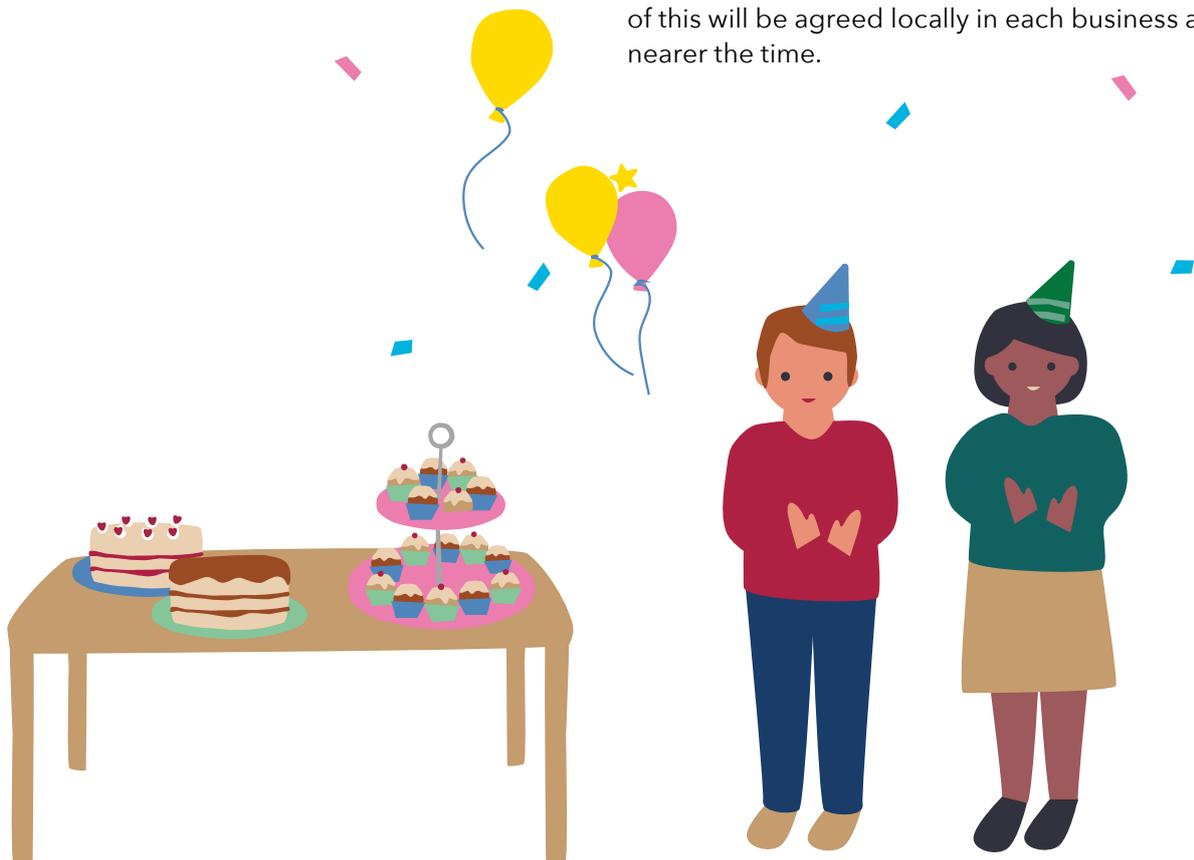
A celebratory afternoon tea will be held on the day of the AGM for those award winners who'd like to attend in person. The afternoon tea will be an informal event where winners can share their stories with each other.

- Winners don't have to attend the AGM - it's completely voluntary.
- Expenses will be paid for those who want to attend the AGM.
- If winners want to bring a friend or family member, we'll do all we can to make that happen.
- Accommodation will be offered in Manchester for the winners on the night of the 17 May 2019.

For any supporting communications created as part of the awards and the AGM, we'll ask winners for their permission before sharing any information. Information collected through the nominations process won't be shared for anything else other than the #BeingCoop Awards.

Time off

Winning colleagues will be given reasonable time off for the AGM and the unique co-op experience. Details of this will be agreed locally in each business area nearer the time.





**Be yourself,
always**

**Do what
matters most**



Are there any rules around nominations?

All nominees should be employed by Co-op. This includes contractors, colleagues on a fixed term contract, colleagues on maternity leave, and apprentices. Apprentices need to be current apprentices or have completed their apprenticeship in 2018.

Colleagues making the nomination should also be employed by Co-op.

All nominations must comply with Co-op current policies

Any colleague employed by Co-op can nominate someone (you don't have to be a manager).

The Co-op Member Choice Award category is for Co-op members who aren't employed by Co-op and want to nominate a Co-op colleague.

If a colleague wants to nominate another Co-op colleague for great customer service they should use one of the other 12 categories to make a nomination.

We know there are awards and ceremonies held in some parts of the business already. Winning colleagues from these awards (ie Food Retail events in the North and the South) can also be put forward for the #BeingCoop Awards.

What's the judging process?

We'll do our best to make sure that every nomination is thought about carefully and everyone is given an opportunity to succeed. Here's the shortlisting and judging process:

Step 1 - Initial shortlist - #BeingCoop project team

Step 2 - Shortlists presented to panels made up of colleagues across our business

Step 3 - Final judging - Co-op Executive

The judges' decision on the winners is final. Decisions are based only on the information included in the nomination. The judges will use the Ways of Being as a focus when making the decisions. Judges may to move nominations into a different category if they think it is appropriate.

When will the winners be told?

We'll be making decisions on the finalists and the winners mid-late April 2019. Winners will be told before the AGM.

What are you looking for in a successful nomination?

We know that all our colleagues have different stories to tell so we don't want to introduce lots of complicated criteria.

We're looking for amazing stories that show how colleagues have really brought the Co-op difference and the Ways of Being Co-op to life. This isn't about everyday acts. We're looking for examples that are out of the ordinary - in whatever business you work in we know that these fantastic stories are out there!

The best nominations will include:

- Details of who and how the colleague has helped, what they've achieved and why they stand out
- As much information as possible within the 500 word count. Judges will only have the information that you give so make sure it counts
- The story about how the colleague or team is living one, or all, of our Ways of Being Co-op

Where do I go to ask a question?

If you've got any questions that aren't answered in this information pack, you can email the team at thankyouforbeingcoop@coop.co.uk

You can also visit coop.co.uk/thankyou to read more see, our 2018 winners and read about why they won.

coop.co.uk/thankyou
#BeingCoop

