

# Program Guidelines

At DENSO, we are protecting lives, preserving the planet, and preparing a bright future for generations to come. That means every part of our jobs – even small things – make a big difference in fulfilling that purpose. The SpotLight employee recognition program highlights and reinforces key behaviors and outcomes necessary for all of us to achieve success together.

We see examples every day where employees around the company are achieving results and demonstrating the behaviors that make us great:

- **Collaboration:** The individual demonstrated the ability to work well with others. The work/project required a number of individuals to combine efforts and the outcome was a direct result of the individual's ability to build relationships/partner with team members.
- **Execution:** The individual demonstrated extreme persistence in getting the job done. The work/project required discretionary effort and the outcome was a direct result of the individual's drive/motivation.
- **Innovation/Creativity:** The individual demonstrated novelty of thought. The work/project required a change or challenge to the status quo and the outcome was a direct result of the individual's 'out of the box' thinking/openness to change.
- **Leadership:** The individual inspired others to achieve. The work/project required a vision and strategy and the outcome was a direct result of the individual's ability to motivate/engage others in the work.
- **Ownership:** The individual demonstrated personal pride in the work. The work/project needed to be of very high quality and the outcome was a direct result of the individual's attention to 'doing it right'.

## Eligibility

SpotLight is launching initially to employees in North America. All active, full-time employees, as well as co-operatives and some contractors, in these groups are eligible to participate in SpotLight. Due to co-employment law, contractors will have a more limited experience in SpotLight, though included to the fullest extent possible. SpotLight is "smart" and will show those nominating others for recognition only the awards the recipient is eligible to receive.

To receive recognition awards, eligible employees selected for recognition must be employed by the company at the time the awards are distributed. We reserve the right to modify, amend, or terminate SpotLight, in whole or in part, at any time at our sole discretion.

## Nominate

SpotLight delivers timely, personalized, and meaningful recognition to the recipient. You can “SpotLight” an individual (i.e. peer, a co-worker, someone who works for you or who you work for) or a team.

You may select from four different award levels that have been established to recognize varying degrees of achievement and contribution. If you are unsure about what award level to choose, the Award Advisor will guide you through a series of questions to help determine the appropriate award level based on the nominee’s achievements and contributions.

This recognition program puts the power of recognition in your hands. All employees in the initial phase are encouraged to use SpotLight and nominate someone today! During the initial phase, only employees who are also in the phase can be recognized or recognize others.

## Award Levels and Criteria

<b>AWARD LEVEL</b>	<b>Bravo</b> eThanks	<b>Take A Bow</b> 600 Points	<b>Applause</b> 1500 Points	<b>Standing Ovation</b> 2500 Points	<b>Contractor Gift</b> Gift Voucher
<b>ELIGIBILITY</b>	All Give, All Receive	Employees Give, Employees Receive	Employees Give, Employees Receive	Employees Give, Employees Receive	Employees Give, Contractors Receive
<b>APPROVALS</b>	None	Recipient’s Manager	Recipient’s Manager	Recipient’s Manager	Recipient’s Manager
<b>CC NOTIFICATION</b>	Nominator’s Manager	Nominator’s Manager	Nominator’s Manager	Nominator’s Manager	Nominator’s Manager
<b>THINK...</b>	Expression of appreciation  Helping hand  Positive attitude  A bit of extra effort Quick contribution	Above & beyond normal day-to-day  Improved a situation / made a difference  Overcame a minor challenge	Achieved a goal  Overcame a challenge  Exceptionally well-executed new or complex task  Visible positive	Achieved a goal with measurable impact  Completed a stretch project  Overcame multiple challenges  Impact across teams/function	Above & beyond normal day-to-day  Improved a situation / made a difference  Overcame a minor challenge

		Exceptionally well-executed routine task  One-time contribution v. series of actions	outcome  Impact beyond immediate team  Series of actions	ns  Contributed to the initiative	Exceptionally well-executed routine task  One-time contribution v. series of actions
<b>AWARD CRITERIA</b>	<p><b>Scope:</b> Part of everyday responsibilities</p> <p><b>Effort:</b> Small commitment of time or energy</p> <p><b>Impact:</b> Positively affected nominator's own job</p> <p><b>Ownership:</b> Supported a team effort or fulfilled a request</p> <p><b>Time Investment:</b> Less than a day</p>	<p><b>Scope:</b> Within normal job responsibilities but considered a stretch</p> <p><b>Effort:</b> Small commitment of time or energy</p> <p><b>Impact:</b> Positively affected nominator's own job or team</p> <p><b>Ownership:</b> Initiated independent action or took an active role in a team effort</p> <p><b>Time Investment:</b> Less than a day to a few days</p>	<p><b>Scope:</b> Within normal job responsibilities but considered a stretch</p> <p><b>Effort:</b> Extra effort and ingenuity required</p> <p><b>Impact:</b> Positively affected broader team or group</p> <p><b>Ownership:</b> Took on a leadership role in a team effort</p> <p><b>Time Investment:</b> Several days</p>	<p><b>Scope:</b> Beyond the scope of normal job responsibilities</p> <p><b>Effort:</b> Extra effort with some sacrifice or obstacle overcome</p> <p><b>Impact:</b> Positively affected team or entire department</p> <p><b>Ownership:</b> Ownership role in team contribution or led the effort</p> <p><b>Time Investment:</b> Several days to a few weeks</p>	<p><b>Scope:</b> Within normal job responsibilities but considered a stretch</p> <p><b>Effort:</b> Small commitment of time or energy</p> <p><b>Impact:</b> Positively affected nominator's own job or team</p> <p><b>Ownership:</b> Initiated independent action or took an active role in a team effort</p> <p><b>Time Investment:</b> Less than a day to a few days</p>

SpotLightawards other than Bravo (eThanks) have a points value that can be redeemed for gift cards or merchandise. These awards are subject to payroll and income taxes. To

comply with tax requirements, DENSO will “gross-up” award values to ensure recipients can enjoy the full value of their award.

### **Approvals**

All nominations will advance through our defined approval process. All Bravo (ethanks) awards are automatically sent to the recipient whereas awards that have a point value must first be approved by the recipient’s manager. We have also put in place a system to ensure that nominations are rapidly approved and recipients receive their recognition in a timely manner.

### **Redeem**

SpotLightawards can be redeemed for merchandise, gift certifications, experiences and charitable donations. You will have access to millions of different award options across six continents. Enjoy!

You will receive awards in your local currency. You can choose to redeem your awards for brands and outlets in your own country, or anywhere in the world. If you, for example, live in the United States, but wish to redeem your award for a gift card for a shop in Paris, you may do so. Your award value will automatically convert to euros for use in France.

You may also “bank” or “pool” multiple awards, which you can view at any time in the My Awards section. Awards can be combined for use at a single merchant or brand, or at multiple outlets. Any remaining points balances will be banked for future use.

### **Training**

A brief (16 minute) SpotLight training video, discussing why recognition is important to success at DENSO and providing a demonstration of the user experience, is [available here](#). The password to view the video is: **spotlight\_training**.