



## Awards Overview

SAE's employee recognition program is designed to recognize individual employees as well as teams of employees for achievements and efforts that go above and beyond what is typically expected and that support SAE's Vision, Mission and Culture.

The award program consists of the following three awards:

Spotlight Award . . . the highest recognition award an employee can receive! This award is designed to recognize an individual employee with outstanding achievements and contributions in any one year both professionally and personally. The person eligible to receive this award is a role model of SAE's culture and values, while contributing to the achievement of SAE's Vision and Mission. Rounding out the employee's eligibility is their contributions to the community or society outside of SAE. As an organization, we recognize that playing a role in positively impacting our communities and society contributes to an individual's growth and development. [Spotlight Description](#), [Spotlight Sample](#) [Spotlight Form](#).

Achievement Award . . . the way to go award! This award recognizes SAE International individual employees as well as teams of employees for noteworthy achievements, primarily independent of an employee's expected performance. These noteworthy achievements support and advance SAE's Vision, Mission and Culture while resulting in increased SAE value to the customers, strengthened financial health and viability for SAE International, demonstrated initiative that drives forward progress, and/or results that are truly above the scope of expected performance. [Achievement Award Description](#), [Achievement Award Form](#).

Extra Effort Award . . . the "thank you" award! This award recognizes employees for extra effort put forth to help a co-worker, assist with a project, resolve an issue, etc. It is designed to provide a mechanism to say "thank you" and show appreciation for the extra effort expended. [Extra Effort Award Description](#).

The awards program is owned by SAE's senior leadership and administered out of SAE's Human Resources department. Only employees in good standing from a performance perspective are eligible for these awards. Any award program may be suspended at any time by SAE's Director of Human Resources.