

SAFETY CHAMPION AWARD PROGRAM

PURPOSE

The Authority recognizes the efforts of an employee who demonstrates outstanding effort towards safety at the Naples Airport. The Safety Champion Award is designed to provide an incentive for a demonstrated increase in safety awareness among employees. The primary goal of the Safety Champion Award is to award individuals for their contribution to the Authority Safety Culture.

HOW TO NOMINATE

A Safety Champion Award Nomination Form shall be submitted to the Safety Officer. In 50 words or less, nomination must provide a detailed description of how an employee has gone above and beyond to demonstrate his or her commitment to the Authority safety culture.

The nomination must describe in detail:

1. A specific significant contribution towards the elimination of a hazardous condition or conditions that resulted in a safer environment and/or safer working conditions for all employees and the public.

OR

2. A specific action which may have prevented substantial property damage, injury, illness, or death from occurring.

Any Authority employee may nominate any eligible member of staff (Directors, Managers, Duty Officers, Supervisors not eligible for nomination).

NOMINATION REVIEW

The nomination will be reviewed by the Safety Officer and will be presented to the Safety Action Team at the following monthly meeting. The Safety Action Team will review the nomination and may, depending on significance:

1. decline any award.
2. or recommend certificate of recognition, commemorative keepsake and monetary award.

The Safety Action Team may recommend the amount of \$100.00, \$250.00 or \$500.00 to be awarded, however, the final decision will be made at the discretion of the Safety Officer and the Deputy Director of Aviation and/or designee. Every effort will be made to review the submission within 20 business days.

NOMINEE RECOGNITION

If approved, the Safety Champion Award will consist of a certificate of recognition, commemorative keepsake, and a monetary award based on the significance of the safety contribution or specific action (ie: enhances safety environment for staff, tenants and/or community).

The monetary award will be made payable by check separate from regular payroll and may be subject to payroll taxes. The employee and their department director will be notified by the Safety Officer, and the certificate of recognition and commemorative keepsake will be presented to the employee, along with any monetary award during the Employee Huddle. Employee will also be invited to the following month's Board meeting to be recognized. All recognitions will be forwarded to Human Resources for the employee's file and to the Finance Department if there is to be any monetary disbursement.