

Flame Awards Program **Guidelines**

1. Each employee can submit one nomination per quarter, except managers who have up to three nominations.
2. Employees cannot be nominated for multiple awards in the same quarter.
3. Merits must match the type of award the employee is being nominated for.
4. All Flame award nominations must be submitted through the human resources department.
5. Flame awards will be approved by the human resources department.
6. All approved awards will be sent to the supervisor to give to their employee.
7. Once approved, Flame awards cannot be revised or rescinded.
8. Flame awards will not be used to supplement wages, increases in pay, or other monetary benefits.