



#BeingCoop  
**Awards**  
2021

Information pack



It's what we do

# What are the #BeingCoop Awards?

## Celebrating our brilliant colleagues

Co-op is a special place. This year particularly has highlighted how much our colleagues do for our customers, members and communities. From adapting to new ways of working, delivering on our business aims to taking care of each other.

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

At Co-op we value and appreciate the exceptional work of our brilliant colleagues who go above and beyond to make a difference. That's why, we're on the hunt for our 2021 #BeingCoop award winners to recognise, celebrate and thank our colleagues.

We'll choose three winners in each of our award categories. One will be chosen by our CEO and Chief People and Services Officer, with our colleagues voting for our second winner and a runner-up.



# What are the award categories?

There are 8 categories for the #BeingCo-op Awards 2021.

## 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 member nominations only)

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 through their thoughtful customer service.

## 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. We're looking for someone who's passionate about Co-op's vision and beliefs and ensures they're at the heart of everything they do.

## 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 celebrates everyone for who they are.

## 5 Show You Care Award

This award will bring to life a real example of a colleague who's really shown they care to customers, colleagues, members or their communities. Someone who builds relationships and is a true example of why Co-op colleagues are different.

## 6 Succeed Together Award

True teamwork 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 Co-op Apprentice of the Year

We have just over 1,300 apprentices across our business. This award is an opportunity to celebrate the exceptional achievements of a Co-op apprentice in your business who is living the Ways of Being Co-op brilliantly in their day-to-day role.

## 8 Inclusion Award



This award celebrates a colleague who makes a real impact as a role model for inclusion. Someone who takes personal responsibility for helping everyone understand the importance and value of diversity. This person champions marginalised communities, and helps us put diverse backgrounds and ways of being at the heart of our decisions.





# What are we looking for in a successful nomination?

We know that our colleagues have different stories to tell, and we don't want to introduce complicated criteria around what a winner looks like.

We're looking for amazing stories that show how colleagues have really brought the Co-op difference and lived the Ways of Being. The best nominations are ones that have lots of detail. The judging panel will only know what you tell them, so remember to **SAIL**:

## **Situation:**

Why are you nominating this person?  
Have they implemented a new process, gone the extra mile for a colleague or fixed an issue?

## **Action:**

What did they do that made a difference and how were results achieved?

## **Impact:**

Include any measurable benefits and how it made you feel.

## **Link:**

To Ways of Being and our colleague behaviours. How did this demonstrate the four Ways of Being and the behaviours that sit within them?

You can check out examples of what a great nomination looks like by reading through some of our previous [winner stories](#).

Nominations don't need to be about solving world peace! Colleagues who are amazing leaders or team workers, brilliant at project work, endlessly inclusive or have inspirational community impact all help Co-op deliver on its vision of co-operating for a fairer world. They're who we're looking for.

# What's new for the 2021 awards?



## Colleague Vote

The coronavirus pandemic gave us the opportunity to reshape the awards and involve our colleagues more in picking our winners. This year, for the first time, one of our winners and the runner up of each category will be chosen by you, our colleagues. Once our judges have reviewed all your nominations and selected the category finalists, you will be able to go online at [coop.co.uk/thankyou](https://coop.co.uk/thankyou) and vote for the person who has shown that they live **#BeingCoop**.

Our judging panels are made up of senior leaders from across the business, who will select our category finalists.

## What will our winners get?

Our 2021 **#BeingCoop** award winners will get Virgin Experience vouchers to select a celebration gift of their choice.



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 team or individually.

## How will our winners be celebrated?

Our 2021 **#BeingCoop** award winners will all be recognised and celebrated at an awards event delivered in a safe and secure way in summer 2021.



For any supporting communications created as part of the awards event, we'll ask winners for their permission before sharing any information.

Information collected through the nominations process won't be shared for anything other than the **#BeingCoop** Awards.

## Time off

If a colleague is chosen as a winner, they'll be given reasonable time off work to attend the celebration.



Details of this will be agreed locally in each business area nearer the time.

# How to get involved!

## When do nominations open and close?

If you're a Co-op leader the nomination window will open for you in February 2021 allowing you to role model the behaviours and champion recognition when the window opens to all colleagues.

The window will open for all colleagues from March, 5 2021 coinciding with National Employee Appreciation Day.

Please go to our recognition website [coop.co.uk/thankyou](https://coop.co.uk/thankyou) to add your nomination.

## The small print

### Are there any rules around nominations?

- All nominees should be employed by Co-op. This includes colleagues on a fixed-term contract, colleagues on maternity leave, Member Pioneers, and apprentices. Apprentices need to be current apprentices or have completed their apprenticeship in 2020.
- Colleagues making the nomination should also be employed by Co-op, unless in the Member Choice category where Co-op members will be invited to nominate Co-op colleagues from all our businesses
- All nominations must comply with Co-op current policies.
- All colleagues employed by Co-op at all levels across all businesses can nominate someone. All colleagues can nominate someone of any grade regardless of what grade they are in the business.
- We know there are awards and ceremonies held in some parts of the business already. Winning colleagues from these awards 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 our category judging panels
- Step 3** - Co-op Executive pick 'CEO Choice' winner
- Step 4** - Colleague Vote opens to confirm 'Colleague Choice' winner and runner up

The judges' decision on finalists 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.

### When will the winners be told?

We'll be making decisions on the finalists April for the Colleague Vote in May on winners to announce all winners in summer 2021. Winners will be told at the celebration event if they have won for their category.

### 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](mailto:thankyouforbeingcoop@coop.co.uk)

You can also visit [recognition.coop.co.uk](https://recognition.coop.co.uk) to read more, see our previous winners and read about why they won.

### What do you need to do now?

Please take some time to reflect on who you would like to thank and appreciate for their great work and nominate them when the nomination window opens.

Help raise awareness of the awards in your area and encourage your team to take part. Together, we can all celebrate our brilliant colleagues and their valued contribution to customers, members, their fellow colleagues and our communities.

[recognition.coop.co.uk](https://recognition.coop.co.uk)  
#BeingCoop

