

## **R.B. COLBORNE AWARD OF EXCELLENCE**

PWT has established a superior reputation for providing quality service and leadership in the people transportation business. Credit for this goes to every one of our employees. We believe that each employee contributes directly to the company's growth and success. Our employee's knowledge and enthusiasm combined with energetic and supportive management form the basis for PWT's performance and growth. In recognition, we have established the "**R.B. Colborne Award of Excellence.**"

### **1.0 Purpose**

The "**R.B. Colborne Award of Excellence**" and entry into the "**President's Club**" is in place to recognize employees corporate wide, who make a significant contribution to PWT through a commitment to PWT's core values of: Safety, Customer Service, Resourcefulness, Integrity, Positive Attitude, Team Work, Loyalty, Accountability, Respect and Dedication. These 10 guiding principles help us measure the appropriateness of our decisions as well as reinforce our social responsibility to those around us and our community at large.

These are the values of the founder R.B. Colborne, who encouraged the growth and development of PWT. The Core Values represent what is truly important to PWT, today and in the future. These values guide us in our daily quest to fulfill our mission as set out below.

***"Our mission is to exceed customer expectations by employing talented people who share in the dedication of a company committed to Safety with Service."***

### **1.1 Eligibility**

All employees of the company or, any of its divisions/locations are eligible for nomination.

### **1.2 Award**

President's Club entrants\* (\*nominee finalists at the local operations/divisions) receive five hundred dollars (\$500.00) as well as a personalized plaque and commemorative pin. Local senior management present the President Club entrant's their awards.

The "**R.B. Colborne Award of Excellence**" recipient (national winner) receives a ten thousand dollar (\$10,000.00) Gift Reward, a personalized plaque and a commemorative pin. A representative of the Board of Directors presents the award to the recipient of the "**R.B. Colborne Award of Excellence**" at the annual R.B.C. Award Celebration.

### 1.3 Nomination of Award Recipients

In each division or location, the employee's are invited to nominate coworkers who display the virtues of PWT's Core Values. These nominee's are forwarded to a selection committee consisting of representatives from maintenance, operators, operations, administration as well as a past entrant into the President's Club. The selection committee then chooses their division/location winner (\*President's Club entrant).The nominee's information, along with the completed criteria, and a recent photograph must be sent to the attention of Lynne Brennan at the corporate office no later than November 30<sup>th</sup> of each year.

Each division/location is responsible for establishing their own selection committee based on the criteria in 1.5.

### 1.4 Selection of Award Winner

The recipient of the **"R.B. Colborne Award of Excellence"** is chosen from the finalists from each division/location. The Board of Directors will then select the **"R.B. Colborne Award of Excellence"** winner.

### 1.5 Criteria – Core Values

Nominees for the **"R.B. Colborne Award of Excellence"** are selected on the following criteria. The descriptors are general, and it is understood that each division/location generate their own descriptors, unique to their culture.

*Please provide specific details and/or stories that illustrate how the nominee modeled some, or all, of the following Core Values.*

#### 1. Safety

- Protecting resources (customers, equipment, facilities, and co-workers). Committed to everyone arriving **"Safely Home"**. Makes wise choices.

#### 2. Customer Service

- Exceeds the expectations of both internal and external customers. Models Excellence, Consistency, Commitment.

#### 3. Resourcefulness

- Has the ability to adapt to change and unexpected situations. Applies creativity in problem solving; demonstrates ingenuity in completing their job.

#### 4. Integrity

- Honest. Trusted by co-workers, management, and customers. Known for the highest ethical standards, honors commitments.

#### 5. Positive Attitude

- Takes an optimistic, emotionally intelligent approach when dealing with situations. Motivated, resilient, upbeat.

#### 6. Team Work

- Works with others towards a common goal. Proudly contributes to the collective strength of the team.
- 7. Loyalty**
- Demonstrates commitment to the customer, co-workers, and the company.
- 8. Accountability**
- Takes ownership of his/her duties and responsibilities. Consistently does what they say they will do.
- 9. Respect**
- Treats co-workers, management, and customers with respect and dignity. Values the contribution of others.
- 10. Dedication**
- Demonstrates a strong work ethic. Is a role model for other employee's. Shows perseverance.

**Please complete the following application form as fully as possible. You are not limited by the number of lines or space.**