

ExCEEd ON THE JOB

*Recognizing Experts for Exceeding Expectations*

# RECOGNIZE AND RETAIN TOP TALENT!

Certified Energy Experts know employee retention goes beyond a paycheck. It's about making employees feel a connection to their work, knowing their contributions matter.

That's why we have created **ExCEEd on the Job**, a quarterly and annual award program that helps you recognize insulation installers and support staff for their excellence in upholding the standards of the Owens Corning™ Certified Energy Expert® (CEE) program. Companies in the CEE program are the best of the best in the industry, and it all starts with the employees who serve your customers every day.

## EXCEED ON THE JOB AWARD ELIGIBILITY

- Any qualified CEE business owner can nominate a fiberglass insulation installer, spray foam sprayer, helper or support staff member they currently employ.
- A fiberglass installer must have completed Orientation and Apprentice Training.
- A sprayer must complete NP Core Curriculum course and the business must be certified.

NOTE: **Installer** is defined as any team member regularlly working in the field to install insulation.
**Support Staff** is defined as any non-installer working in your business (i.e. sales, estimator, administrator, etc.)

### Quarterly Awards

- Five installer award winners and one support staff award winner per quarter will be chosen.
- Quarterly award winners will each receive $500 and an award certificate.
- Owners of CEE member businesses can nominate an eligible fiberglass installer, spray foam sprayer, helper and/or support staff member by completing a nomination form and providing a photo of the employee by the provided deadline date.

### Annual Award

- Each January, one quarterly award winner from the previous calendar year will be selected as the Annual ExCEEd on the Job Award Winner (Installers/Sprayers only).
- He or she will receive an all-expenses-paid trip, be recognized at the National CEE Meeting, and receive a $1,000 Visa Gift Card.

See back for more details on this program.

- Each quarter, the Owens Corning CEE Marketing Team will send out an email to companies in the Certified Energy Expert program with a nomination form and deadline date.
  - **Q1** — April 30
  - **Q2** — July 31
  - **Q3** — October 31
  - **Q4** — January 31
- A CEE member may submit a completed form to the Owens Corning CEE Marketing Team (CEEinfo@owenscorning.com). The completed submission materials must include:
  - The nominated employee's name
  - A photograph of the individual being nominated
  - A brief description (approximately 150 words) about why this person fits the description of an ExCEEd on the Job Award Winner with specific examples

## Quarterly Award Winners — Prizes & Announcements

- Five quarterly installers, (four fiberglass installers and one sprayer) and one quarterly support staff member will be chosen as winners.
- All nomination forms will be reviewed by a pre-selected committee. Award winners will be selected using the criteria outlined in the Rules section of this document. Specifically, reviewers will consider how the individual goes above and beyond in their everyday work and demonstrates the standards of the Certified Energy Expert program.
- All quarterly award winners will receive $500 each, along with a personalized award certificate. The award winners will be announced in an email communication sent out by the Owens Corning CEE Marketing Team. The nominator will also be informed so they can appropriately recognize the winner.

## Annual Award (Installers Only)

- In January of each year, one quarterly winner installer will be selected from the previous year's quarterly award winners.
- The nomination forms of quarterly award winners will be reviewed once again, and the winner will be selected using the criteria listed in the Rules section of this document. Specifically, reviewers will consider how the individual goes above and beyond in their everyday work and demonstrates the standards of the Certified Energy Expert program.
- The Annual ExCEEd on the Job Award Winner will receive an all-expenses-paid trip, be recognized at the National CEE Meeting, and receive a $1,000 Visa® Gift Card.
  - The award winner's flight, hotel accommodations, and travel expenses will be covered by Owens Corning.
  - He or she will receive recognition at the awards ceremony at the Annual National CEE Meeting.

### Rules

To be eligible for the quarterly and annual awards, a nominee must be currently employed by a company that is a member of the Owens Corning Certified Energy Expert program. For fiberglass installers, he or she must have also completed the Orientation & Apprentice Training as part of the Owens Corning Certified Energy Expert program. Any member company of the Owens Corning Certified Energy Expert program may participate by nominating one insulation installer and one support staff member per quarter. The nominating member must include in writing the reasons for selecting the individual winner each quarter, including how he or she represents the standards of the Certified Energy Expert program. To be eligible for the spayer installer award, an insulation installer must have completed NP Core Curriculum course and the business must be certified. Members are also asked to send a photograph of the nominee. Should a quarterly winner leave his/her employment at the CEE member company before the annual award selection process, his/her name will be removed from the pool of potential winners. Travel accommodations to the National CEE Meeting for the Annual ExCEEd on the Job Winner will be made by Owens Corning. Winners will be responsible for all taxes associated with the quarterly and annual awards.

### Conflict Resolution

Any conflict or question arising as a result of the contest shall be resolved by the Certified Energy Expert program's Board of Directors. The decision of the Board shall be final. Owens Corning staff and Board of Directors shall be held harmless from any damages, directly or indirectly related to the contest. By participating in the contest, the CEE member company agrees to adhere to all rules, restrictions, and language contained in this document.

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