



EGA Suggestion Scheme Operating Guidelines

PURPOSE & OBJECTIVE

The EGA Suggestion Scheme encourages employees to contribute to improving the company's performance by generating, analyzing and implementing ideas that have a positive impact on the business; and then recognises and rewards their creative and innovative improvements appropriately.

SCOPE AND ELIGIBILITY

- The EGA Suggestion Scheme is open to all EGA employees.
- Individual employees or teams (up to a maximum of four employees) may submit suggestions.

ELIGIBLE SUGGESTIONS

An idea in any domain for improving/ enhancing existing practices or processes is considered as a suggestion.

The idea should benefit the organisation by bringing about improvements in the methods, procedures, processes, use of equipment, quality of products and/or services, safety/environmental prevention measures; reduction in costs; or elimination of non-value added activities

NON ELIGIBLE SUGGESTIONS

- An idea which draws attention to a problem but offers no solution.
- Suggestions already adopted or implemented.
- Repeat/duplicate ideas.
- Complaints and grievances.
- Ideas/projects submitted in other programmes
- Matters which are under consideration by Management.

SUBMITTING A SUGGESTION

Employees enter suggestions directly in the EGA Suggestion Scheme online system and submit the same to their respective Supervisors for further processing. However, it is recommended that Suggestors discuss the idea with their Supervisors before entering them via the online system. The system gives Suggestors the option to hold the suggestion for 30 days while they complete the suggestion.

SUGGESTION SCHEME EVALUATION & IMPLEMENTATION

The Supervisors will ensure that the suggestions are evaluated, implemented and awarded on a timely basis with the support from the Area Management.

REWARDS & RECOGNITION FOR IMPLEMENTED SUGGESTIONS

Categories	Reward	Recognition
Not Feasible Ideas	Reward for maximum of three not feasible ideas/employee in a year	Recognition at Get-Together Events, Monthly Appreciation Awards, Annual Rashid Awards & participation in Local & International competitions
Normal Improvement ideas	AED20 to AED 868 depending on the improvements and merit of the implemented ideas	
Financially Validated Ideas	Percentage of the savings based on one-off or recurring savings - 8% for one-off and 14% for recurring with a maximum award of AED100K.	
Extra Holidays (Holiday Bond)	Awarded suggestions with up to three improvement categories receive holiday bond points, which can be accumulated. For every 100 points earned, the non-supervisory employees are eligible to receive one extra holiday with a maximum of 10 days in a year.	

SUGGESTION SCHEME ONLINE SYSTEM

The EGA Suggestion Scheme is web-based, which facilitates processes such as the entry, distribution, evaluation, implementation and awarding of suggestions. This system is transparent, such that employees are able to check the status of their suggestions online.

The system provides online access to all employees from the EGA employee portal, as well as offsite (through the EGA website). Much of the communication, such as feedback to Suggestors and reminders about overdue evaluations, is triggered automatically.

EGA MOBILE APPLICATION

All employees are now able to submit suggestions using their mobile phones by downloading the EGA Suggestion Scheme application. Additionally, supervisors have option to evaluate, implement and award simple improvement suggestion using the Mobile Application.