



# Compliments Policy

October 2018

## 26. COMPLIMENTS POLICY

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### **POLICY PROCEDURES**

Any verbal or written compliments will be recorded by the member of staff receiving the compliment and be passed to their line manager who will respond formally if appropriate. Any member of staff identified as being the subject of, or contributing to any matter giving rise to the compliment will be notified by the Line Manager within one week. Feedback on compliments will be shared with employees at appropriate timings.