

ISLES BEST PERFORMER AWARD (IBPA) Policy

POLICY INFORMATION

Responsible Member of the Department: Executive Director, ISLES.

Responsible Office: Institute for Security and Law Enforcement Studies (ISLES).

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Revised: -

POLICY STATEMENT

Institute for Security and Law Enforcement Studies (ISLES) would like to recognize exemplary performance and commitment of its staff through appreciation and awards. This is to foster positive work environment and strengthen the bonds towards the institution. Thus, from March 2017 onwards, the institute has decided to introduce **Isles Best Performer Award (IBPA)**, which will be awarded on a monthly basis.

PURPOSE AND CONTEXT

The purpose of this policy is to acknowledge and encourage outstanding employee performance. The goal of the program is to foster teamwork in the individual units and in the ISLES; and to promote employee morale and pride. The program recognizes their services, through awards for outstanding professional service to fulfill his/her duties in terms of achieving the goals and objectives of ISLES. This document outlines the selection process for the award.

WHO SHOULD BE FAMILIAR WITH THIS POLICY

- All the staff of ISLES.

RELATED DOCUMENTS

- MPS Appraisal Order (11/2009);

CONTACTS

For inquiry about specific issues or assistance with the interpretation of this policy, please contact Student Service (Administration), Institute for Security and Law Enforcement Studies (ISLES).

Student Service / Administration

Institute for Security and Law Enforcement Studies

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DEFINITIONS AND RESPONSIBILITIES

For the purpose of this policy, the following definition applies:

- **ISLES-** : Refers to the Institute for Security and Law Enforcement Studies of Maldives Police Service;
- **IBPA** - Isles Best Performer Award (IBPA) which will be awarded on a monthly basis for the best performing ISLES staff, based on the criteria mentioned in this policy

OVERVIEW

Each month, ISLES Awards Committee carries out an awarding ceremony named as the IBPA Awards. The department/ faculty heads submit the nominations to the committee on the last day of each month. The committee members evaluate and decide the winner based on the points obtained by the nominees and general observations by the members throughout the awarding month. The winner is decided through a secret ballot among the committee members. Complete details on eligibility for the awards are given below.

PROCEDURES

1. Award Eligibility

- a) All Employees except the top management staff (Commissioned Officers) are eligible for the IBPA, provided they meet the prerequisites for qualification as outlined in this document.
- b) Must have completed 1 month of employment at any area of ISLES.
- c) Any Employee who had a formal disciplinary action taken against him/her within the award period will not be eligible for the award even if other criteria are fulfilled.

2. Qualifying Criteria

In order to qualify for IBPA, employees will be evaluated under the following criteria.

2.1 Tasks completed

- a) Number of tasks assigned
- b) Number of tasks completed

2.2 Adaptability

- a) Adapts to changes in the work environment
- b) Managing skills in competing demands
- c) Accepts instruction and/or constructive feedback
- d) Ability to change approaches or methods to best fit the situation

2.3 Punctuality

- a) Punctuality in official duties.
- b) Schedules time off in advance
- c) Begins work on time and finishes in time
- d) Ensures work responsibilities are taken care of when absent
- e) Punctuality in attending meetings and seminars etc.

2.4 Communication Skills

- a) Verbal Communication.
- b) Written Communication.
- c) Exhibits good listening attitude.
- d) Keeps co-workers informed.
- e) Ability to use appropriate language during communication.

2.5 Cooperation/Collegiality

- a) Establishes and maintains effective relationships.
- b) Exhibits diplomacy and consideration.
- c) Offers assistance and support to co-workers.
- d) Works cooperatively in department/unit activities.
- e) Works actively to resolve conflicts.

2.6 Work quality and productivity

- a) Displays self-interest and commitment to improve and promote quality.
- b) Ability to handle multiple tasks.
- c) Applies feedback to improve performance.
- d) Establishes processes and procedures for getting work done.
- e) Establishes and manages priorities effectively.
- f) Ability to contribute constructive ideas.
- g) Work done for the development of ISLES/Department

2.7 Others

- a) Self-initiation in work environment.
- b) Ethics and integrity in job performance.
- c) Does not repeat previous mistakes
- d) Cleanliness of uniform and work environment.
- e) Spends time mostly on work (office) / official work.
- f) Responsibility taken for office equipment.
- g) Professionalism with co-workers.