

Compass Navigator Awards

Staff Awards Program

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1 Purpose

The purpose of this guideline is to explain the Boustead Geospatial (BG) staff awards program – BG Compass Navigator Awards.

The BG staff awards program aims to:

- Activate and embed our BG compass by making how we live our values a part of our everyday working life.
- Motivate and recognise exemplary demonstration of our values by providing meaningful rewards.
- Deepen our employee value proposition (EVP) by amplifying the practical application of our values.
- Promote “Working as One” by including all of BG employees in the program.

2 Scope

All permanent employees of BG who have successfully completed their probation period are eligible to participate in the BG Compass Navigator Awards program, with the following exceptions: Executive team in Esri Australia, the CEO or Country Manager of Esri distributors, General Manager BGT, Site Managers, Esri APAC Support Centre and Heads of Departments across BG. Contractors are not eligible to participate.

For the purpose of administering this staff awards program, the BG companies will be aggregated into award groups (based on similar headcount) as follows:

Award Group (AG)	Company(s)
AG1	Esri Australia
AG2	Esri Indonesia
AG3	Esri Malaysia
AG4	Esri Singapore and Esri Bangladesh
AG5	Esri APAC Support Centre and BGT

Individual companies may have other staff awards that occurs in parallel with / independent of the BG staff awards program.

3 Definitions

The following are terms used in this guideline:

“Boustead Geospatial” includes Esri Australia, Esri Bangladesh, Esri Indonesia, Esri Malaysia, Esri APAC Support Centre, Esri Singapore and Boustead Geospatial Technologies (BGT).

“Company” means the respective entity of the Boustead Geospatial Group.

“HR” means the Human Resources team.

4 Program Overview

Our compass is integral and guides us in our internal and external relationships. These shared values influence our professional ethics and practices, the way we work and interact with each other, the way we serve our clients, and how we engage our stakeholders.

To continuously recognise the importance of our values and how these are lived/demonstrated in everything we do, each quarter employees who have lived/demonstrated the corresponding value may be nominated for an award.

The BG staff awards consist of four Quarterly Awards and one Annual Award, per award group per year.

Each quarter, one award will be conferred in each award group around the BG Compass (Values)

- Q1, Q2 & Q3 will each have a focus on one particular value
- Q4 will be for any value – to pick up those that may have missed an opportunity during the year

At the end of each financial year, one annual award will be conferred to the highest scoring quarterly award winner in each award group.

5 Nomination and Approval Process

Quarterly Awards

- 1) Nominations will be called as per the schedule outlined in Appendix B, to address the predefined criteria.
- 2) Nominations should be made using this [submission form](#).
- 3) All employees are eligible to nominate another employee for an award. Employees may also nominate themselves.
- 4) Nominations may be made between the opening and closing dates of each quarter but must be received by the closing date. Late nominations will not be accepted.
- 5) The nomination must satisfy the criteria of the respective award within 200-300 words.

- 6) Once nominations have closed, the local HR team will conduct an initial eligibility assessment to ensure the nomination requirements have been met.
- 7) Nominations that satisfy the eligibility requirements will then be submitted to the Award Panel for assessment.
- 8) HR does not provide individual feedback or disclose specific reasons for declined nominations. This ensures employee confidentiality throughout the award evaluation process. If a submission lacks sufficient evidence to support the nomination, HR may reach out to the nominator for clarification or additional details before final decisions are made.
- 9) Each Panel member will independently review the nominations and score each one using a scale from 1 to 10 on two dimensions - Intent and Impact – to get a total score out of 20.
- 10) The Panel will use the rating scale of 1 to 10, where 1 is Does not satisfy the criteria at all, 5 indicates the Criteria are met to a satisfactory level but there is room for more and 10 is Completely satisfies the criteria.
- 11) The panel members scores will be combined to give a score out of 60 for each nomination.
- 12) The nomination with the highest total score (i.e. out of 60) will be the winner.
- 13) The Panels' decisions are final.
- 14) Quarterly Award winners will receive a personalised plaque and cash award (refer to local Staff Awards Guidelines for amount).
- 15) These awards do not form part of an individual's salary; they are provided at the complete discretion of the Managing Director, Boustead Geospatial.

Annual Awards

- 16) In April, the highest scoring quarterly award winner in each award group over the previous financial year will be determined as the annual winner. In the event there is a tie, the Managing Director will determine the winner.
- 17) Annual Award winners will receive a paid trip to the Esri User Conference (one trip per award group) inclusive of the following:
 - One ticket to the Esri UC
 - Return flights from the winner's home country
 - Accommodation for the duration of the conference
 - Transfers to and from the airport
 - Meals and other reasonable expenses covered in line with Travel policy

5.1 Communicating award winners

Quarterly award winners will be announced by the BG Managing Director via all staff email.

An announcement will be published on the intranet, and the winners showcased in the BG newsletter and recognised in the next BG Town Hall.

HR and Business Support will work with the respective managers to arrange presentation of the award to the winner. The cash award (refer to local Staff Awards Guidelines) will be processed in their next payroll period and taxed as per legislative requirements.

Annual award winners will be announced by the BG Managing Director via all staff email.

Business Support will arrange for the overall winners to attend Esri UC. Attendance is for the upcoming Esri UC and may not be deferred to another year.

5.2 Panels

Panels will consist of three staff from the award group.

For the inaugural Award program, the Panel Members will be as follows:

Award Group	Panel Members		
AG1	Head of Delivery Services (CDO, Esri Australia interim)	Head of Client Enablement	Head of Solution Engineering
AG2	Country Manager (President Director interim)	Head of Solution Engineering	Head of Services
AG3	CEO, Esri Malaysia	Head of Professional Services	Chief Technology Strategist
AG4	CEO, Esri Singapore	Country Manager, Esri Bangladesh	Head of Services (ESG)
AG5	General Manager, BGT	Site Manager, Esri APAC Support Centre	Site Manager, Esri APAC Support Centre

Panel members may consult with other stakeholders to assist with their assessment of the nominations.

After the first year, Panel Members will be reviewed on an annual basis.

6 More information

If an employee is unsure about any matter covered by this Guideline, they should seek the assistance of their local Human Resources Manager or the Head of Human Resources.

7 Variation

We reserve the right to vary, replace or terminate this guideline.

Appendix A – Award Criteria

Value	Description	Criteria
Passionate Curiosity	<p>This award recognises employees who creatively solve problems or implement innovative solutions that enhance processes or outcomes.</p> <p>They ask questions, explore new ideas, and drive improvements that help us work smarter and achieve more together.</p>	<p>Evidence of one or more of the following:</p> <p>INTENT</p> <ul style="list-style-type: none"> • Demonstrating a strong desire to learn and grow professionally • Actively sharing knowledge to support team development • Applying creative thinking and curiosity to address challenges and improve processes <p><u>AND</u></p> <p>IMPACT Demonstrating how their passionate curiosity has created tangible benefits for the team or organisation and contributed to the local business plan and/or local business outcomes.</p>
Integrity and Deep Relationships	<p>This award honours employees who demonstrate integrity through honesty, respect, and professionalism, in both their work and relationships.</p> <p>They build trust and genuine connections by showing up for others and fostering collaboration through open communication.</p>	<p>Evidence of one or more of the following:</p> <p>INTENT</p> <ul style="list-style-type: none"> • Consistently engaging in respectful, empathetic and open communications • Demonstrating ethical decision-making and accountability • Supporting others through mentorship or guidance <p><u>AND</u></p> <p>IMPACT Demonstrating how they have strengthened collaboration and inclusivity and positively influenced team culture.</p>
Excellence, Progress and Impact	<p>This award celebrates employees whose pursuit of excellence drives progress and creates meaningful impact for our colleagues, clients, or communities.</p> <p>They take pride in their work, strive for continuous improvement, and help us make a real-world difference by focusing on what matters most.</p>	<p>Evidence of one or more of the following:</p> <p>INTENT</p> <ul style="list-style-type: none"> • Delivering exceptional quality across all tasks and projects • Inspiring and motivating others to strive for excellence • Proactively identifying opportunities for improvement and driving positive change <p><u>AND</u></p> <p>IMPACT Demonstrating how their pursuit of excellence has delivered measurable results for the local business plan and/or local business outcomes.</p>

Appendix B – Timetable

Year 1 (FY 2026)

Quarter	Value	Nominations Open	Nominations Close	HR Review	Panel Review	Winners Announced
Q2	Passionate Curiosity	18 August	30 September	7 October	14 October	21 October
Q3	Integrity and Deep Relationships	1 October	24 December	9 January	16 January	23 January
Q4	Excellence, Progress and Impact	1 January	31 March	7 April	14 April	21 April
Annual	Any	N/A	N/A	23 April	N/A	30 April

Year 2 (FY 2027) and ongoing

Quarter	Value	Nominations Open	Nominations Close	HR Review	Panel Review	Winners Announced
Q1	Passionate Curiosity	1 April	30 June	7 July	14 July	21 July
Q2	Integrity and Deep Relationships	1 July	30 September	7 October	14 October	21 October
Q3	Excellence, Progress and Impact	1 October	24 December	9 January	16 January	23 January
Q4	Any	1 January	31 March	7 April	14 April	21 April
Annual	Any	N/A	N/A	23 April	N/A	30 April