



# Global Recognition Program



HR Sneak Peek

August 16<sup>th</sup>, 2022

# Our Today Objectives

*Start your deep dive in the Recognition Program*



- **Reveal the macro processes of our Recognition Program**

*Start with an eagle-eye view to identify the key aspects of the program we will develop further in the next communications*



- **Raise awareness and questions we will answer in our next communications**

*Identify any topic you would like to discuss and provide feedback to our project team*






- **Engage the HR Community in supporting the launch of our Recognition Program**

*Bring you up to speed with this exciting project and get ready to become a valiant ambassador of the Recognition Program*

# Recognition and Reward Framework

A comprehensive framework of 4 pillars to address diversity of recognition

	 Decision	 Audience	 Frequency	 Value	 Impact Vs. current
	<ul style="list-style-type: none"> <li>• ELT proposal</li> <li>• CEO decision</li> </ul>	<ul style="list-style-type: none"> <li>• Few individuals /</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> </ul>	<ul style="list-style-type: none"> <li>• Memorable experience</li> <li>• Dev. opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• New program</li> </ul>
	<b>2<sup>nd</sup> phase – end of 2022</b>				
	<ul style="list-style-type: none"> <li>• Mgt proposal</li> <li>• ELT validation</li> </ul>	<ul style="list-style-type: none"> <li>• Some teams</li> </ul>	<ul style="list-style-type: none"> <li>• Annual / ad hoc</li> </ul>	<ul style="list-style-type: none"> <li>• Cash award</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with Commercial to include Pinnacle in platform</li> </ul>
	<ul style="list-style-type: none"> <li>• Peer-to-peer proposal</li> <li>• Mgt validation</li> <li>• Or Mgt award</li> </ul>	<ul style="list-style-type: none"> <li>• All employees</li> </ul>	<ul style="list-style-type: none"> <li>• Several times per employee per year</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate award at start (3 levels)</li> </ul>	<ul style="list-style-type: none"> <li>• All existing local programs to be integrated in platform – partner with local/division to embed existing by 1.1.23 (eg GM award)</li> </ul>
	<ul style="list-style-type: none"> <li>• “Thank you” note: Peer-to-Peer</li> </ul>	<ul style="list-style-type: none"> <li>• All employees</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited</li> </ul>	<ul style="list-style-type: none"> <li>• Non-monetary</li> </ul>	<ul style="list-style-type: none"> <li>• BeOne to be decommissioned</li> </ul>

**1<sup>st</sup> phase launched on September 27<sup>th</sup>, 2022**

# Project Implementation Plan – Phase 1

Macro process – *Satisfying status progress vs Plan*



Planning: Strategy: Design: Launch:

## TECHNOLOGY WORK STREAM



Design

July



Integration /  
Branding

July



Site  
Configuration

Aug



Quality  
Assurance

Aug



User  
Acceptance  
Tests

Sept



Production  
Test

Sept



Launch  
Go Live

Sept 27<sup>th</sup>

## CHANGE MANAGEMENT WORK STREAM

Work in Progress



Early Socialization,  
Secure Buy-in & Sponsorship

June / July



Develop Communications &  
Program Visuals

July



Deploy Communications

Sept



Drive Manager  
Coaching

Sept

# Our Recognition Program Platform

*Bravo! has been selected to become our Program Name!*

Home Page mock-up  
(site configuration still in progress)

- The configuration of the website is in progress, and the visuals will be soon validated.
- We will come back soon with more sneak peeks and we will organize demo to walk you through the platform.

Bravo! Store

Find a colleague

Program Guidelines | Contact Us

Home My Dashboard My Team Recognize Redeem Reports

**Bravo!**  
Recognize real impact

Recognize Redeem

Our goal is to restore the rhythm of lives for our customers, team members and the local communities that we serve.

Jane Smith  
Chief Executive Officer

**Program Guidelines**  
Review the guidelines for information on how to recognize colleagues.

**Recognition Tips**  
These tips can help you make every recognition moment effective and fun.

**Download the App**  
Recognise colleagues, redeem awards, and manage approvals while on the move!



CEO quote to be added on the home page  
(example for illustration)

# Recognition Program – Master Process

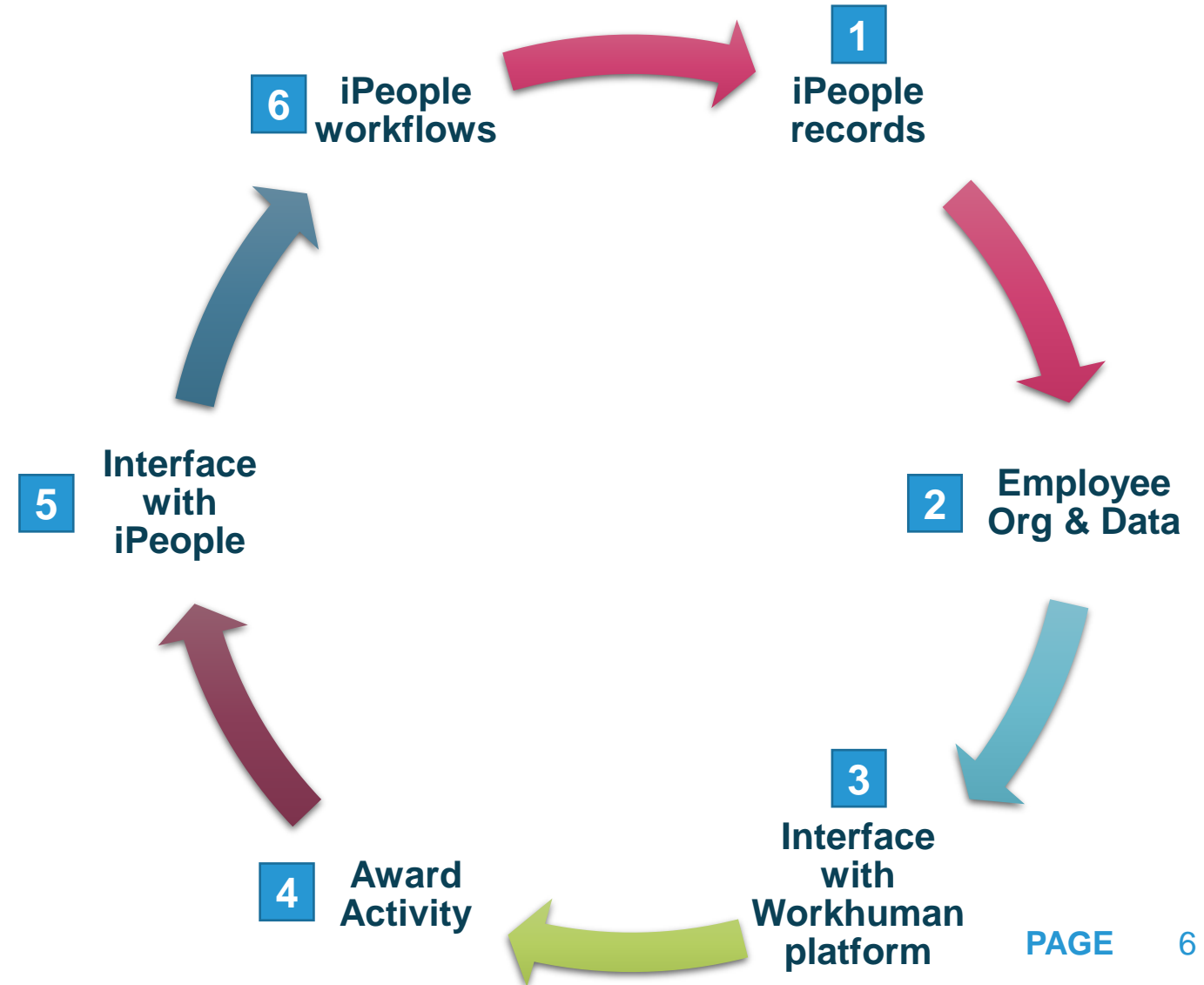
*The recognition platform is powered by Workhuman and interfaced with iPeople*

## Pre-requisite:

- All participants must be recorded in iPeople
- iPeople records must be complete (any error or missing data in Employee's Org & Data may fail the award process)

## Interface:

Regular interface every 2 or 3 days



# Recognition Program – Eligibility

*The recognition program is opened to ALL IPSEN Employees*

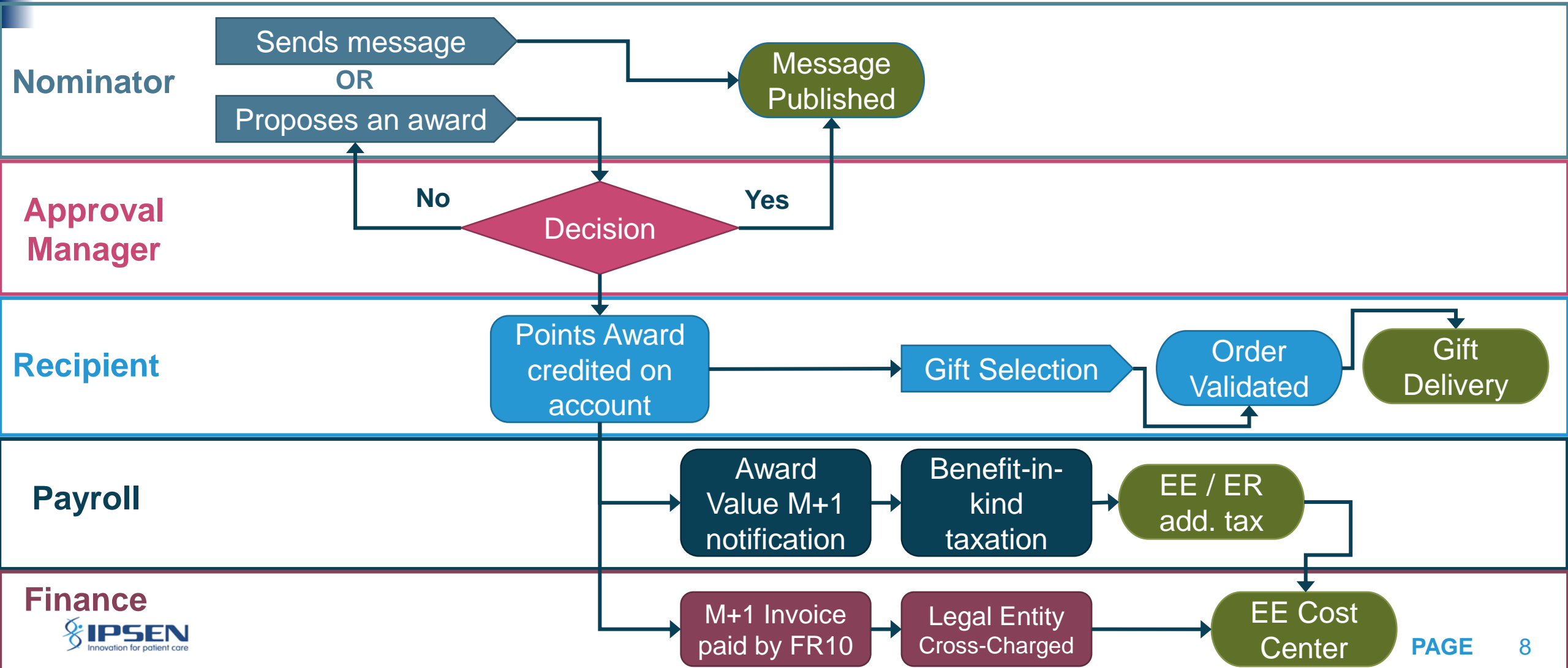
- Employee types in iPeople
  - Open Ended
  - Expatriate – *need specific review*
  - Seconded
  - Temporary – apprentice
  - Temporary – fixed term
  - Temporary – specific purpose
  - Temporary – trainee
- External / Contractor excluded – **TBC**
  - China – specific labor market
  - Germany – Austrian affiliates

**HR validation is required by Country**

**Note:** in addition of the obligation to be recorded in iPeople, participants will need to receive information on their payroll (*see Tax/Benefit-in-kind section*)

# Recognition Program – Workflow summary

*What's behind the scene of the immediate recognition*



# Nomination & Approval Workflow

All can nominate and receive award with the manager approval

**No limit to Bravo! Thank-You notes**

**3 levels of Bravo! Awards**

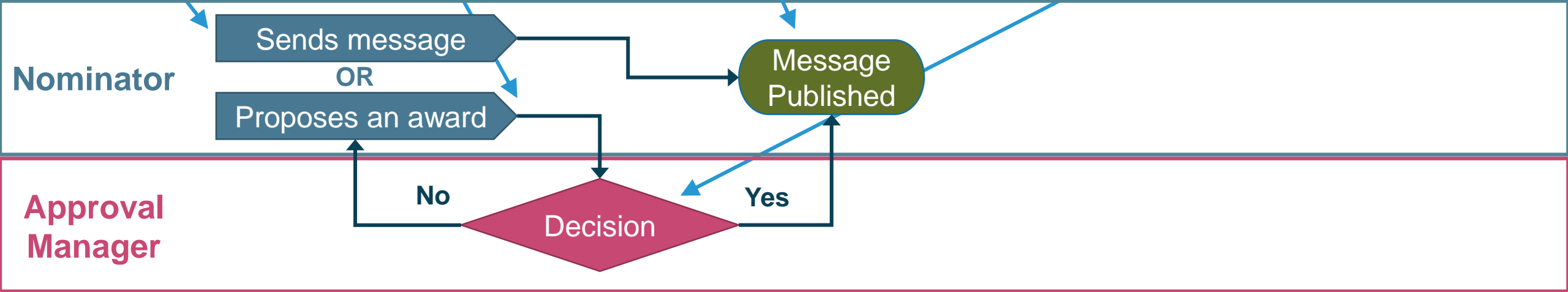
- Bronze, Silver & Gold
- Upon peer nomination or management decision

**Celebrate Instantly**

- Message shared on the platform
- Comment and extend this recognition moment

**Recipient's Management Line**

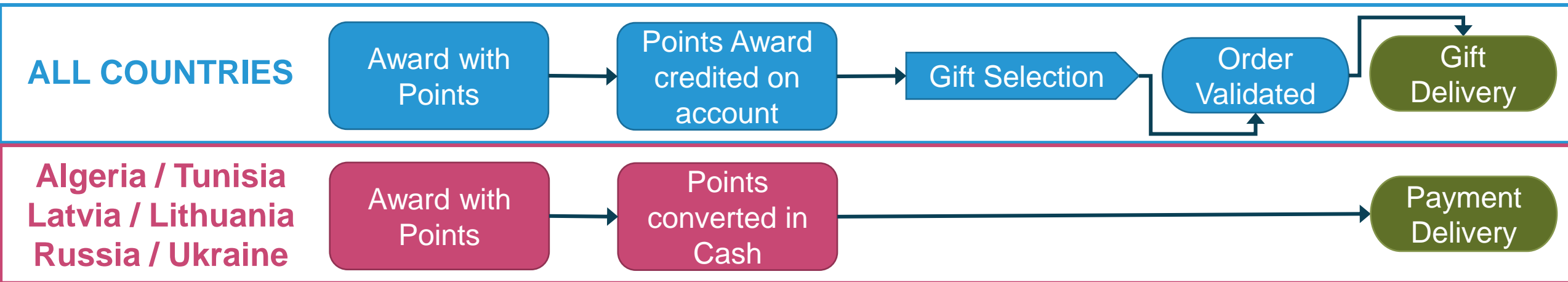
- Direct visibility & input
- Budget with recipient's hierarchy – no barrier to cross-functional or cross-organization recognition
- Prevent duplicated awards for the same action



# Recipients Redeem points / Market Place coverage *Bravo!*

## Status :

- All beneficiaries may receive points to redeem on a marketplace anytime
- Points don't have an expiration date, even if the beneficiary leaves the company
- **All countries** have access to large catalog of goods & services vendors, gift cards or charities
- Except: *Algeria, Tunisia, Latvia, Lithuania, Russia & Ukraine*



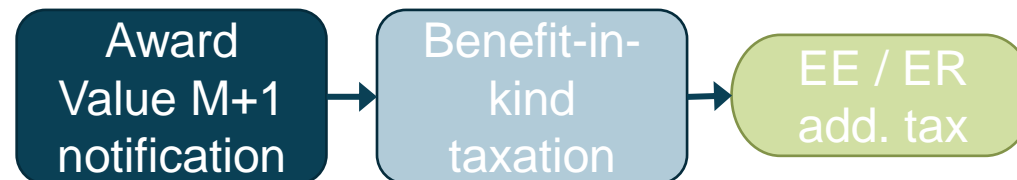
# Payroll – Data transfer

*Award value by employee is made available every month (M+1)*

## Process:

1. Workhuman sends in iPeople all the award details by employee at the end of the month
2. Awards are conveyed through a new One-Time Payment code, named “**Bravo! Award**”
3. Interfaced payroll: fully automatic transfer to payroll
4. Non-Interfaced payroll: need to collect the OTP report with pay variables
5. Payroll **MUST** create a new pay code, specific to the Bravo! Award, to facilitate the cost control by Finance (*instructions will follow*)

**Payroll**



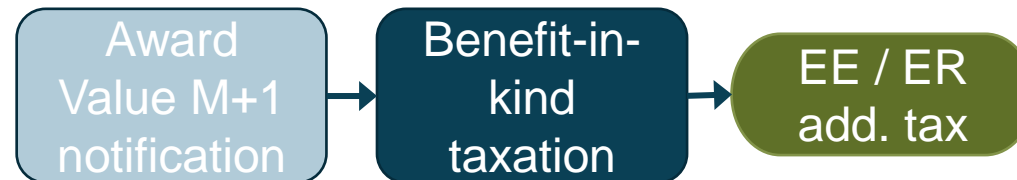
# Payroll – Award Taxation

*Ipsen will not treat the award as a tax-free benefit (paying any tax on the behalf of the beneficiary)*

## Status :

- Any Award is a Benefit-in-Kind/ fringe benefits and may be taxable according to local regulations
- Each country / legal entity must identify and comply to the applicable taxes
- Awards are treated as any compensation & benefit provided by Ipsen
- Employees will be explained if their award is going to be subject to any social and/or income tax
- Most of our existing plan or initiative are on the same basis

Payroll



# Finance - Invoicing Process

*Single point of contact with Workhuman*

## Process :

1. Workhuman will send monthly invoice to **FR10** (Ipsen S.A., France) at end of the month
2. Invoice is based on the credited points by employee + Workhuman flat service fee
3. FR10 will cross-charge the amount to each legal entity:
  - *Once or twice a year*
  - *Provided the total amount is > 5,000€*
4. Legal entity will affect the detailed cost to each employee's cost center
5. Budget sits and is controlled by Division

## Finance

M+1 Invoice  
paid by FR10

Legal Entity  
Cross-Charged

EE Cost  
Center

# Languages

*Build on intimacy as much as possible*

## Recognition Platform

- Stand with **8 languages** used by iPeople:
  - US-English
  - FR-French
  - German
  - Italian
  - BR-Portuguese
  - Russian
  - Simplified Chinese
  - SP-Spanish

## Insights

- **Local HR to confirm language by default on platform**
- **User may select any language among the 8 languages activated**
- Any language could be used for messaging except Greek and Ukrainian (*not available for the moment*)

## Translation

- Platform comes with standard texts available in those 8 languages.
- Any specific needs to be translated by Ipsen. Some HR will be solicited for some translations on the platform

# Checklist for HR/Payroll

*Get ready, the Project Team will contact you!*

1. Confirm the Program Eligibility details
2. Confirm the taxation details on award (benefit-in-kind / earning)
3. Confirm default language by Country
4. Validate the communication plan by country / site
5. Review the FAQ and bring any new question
6. When necessary, confirm transition / integration plan of local initiatives to the Global Recognition Program

# Next key dates for HR

- **Week 34: Review general FAQ**

*Global team to share FAQs to be reviewed and complemented by local HRs*

- **Week 35: Communication to GLT / Management Onboarding**

*Global team to communicate to GLT*

- **Week 37: Teaser campaign - Start communicating to Employees**

*Global team to share Teaser communication kit on Week 35 to local HRs, who will then communicate to the employees in their countries*

- **Sept. 12<sup>th</sup>: Q3 HR Webcast**

*Global team to present the demo and give more details about the program to HR community*

- **Sept. 21<sup>st</sup>: Ipsen Live**

*Official announcement of the arrival of the tool by top management*

- **Sept. 27<sup>th</sup>: Recognition Program Launch / Special Events**

- *Global team to share Launch communication kit on week 37 to local HRs, who will then communicate to the employees and organize launch events.*
- *One global communication will be sent to all employees.*

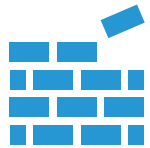
# Next Steps - General



- Finalize *Bravo!* site configuration



- Secure local / division recognition programs transition / integration into Global program



- Finalize *Bravo!* implementation plan  
(communication, payroll & tax impact, etc.)



- Deploy *Bravo!* in each country/division



- Decommission Be\*One and OC Tanner (North America)



**THANK  
YOU**

