



TERMS AND CONDITIONS YOUR IDEA SCHEME

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1. Policy Aim

The aim of the proposal scheme at Rudolph and Hellmann Automotive is to motivate employees to contribute actively to improve working conditions and increase the quality of the work. It offers the opportunity to connect with your own ideas in current and future modernisation and change processes. This is an essential prerequisite for the preservation and enhancement of performance in a constantly changing environment.

All employees are invited to supply suggestions for improvement to the permanent optimisation of core, support and management processes.

The management is responsible to support and stimulate the employees with the development and implementation of the ideas and provide constant updates.

1.1 Staff who need to make themselves aware of this procedure

Board Directors
Senior Managers
All levels of management and Associates
All Recruitment Agencies
Trade Union Representatives
All Employees

2. Scope

The scheme applies to employees at all sites working for Rudolph and Hellmann including agency staff. All levels of management can also suggest ideas but rewards will only be given to employees within the criteria as specified in point 5 the Participant group.

3. Suggestions for Improvements, Ideas and Innovations

Employees have the opportunity to participate

There is no limit to the scope of the idea, but likely areas are:

- Ideas which create less errors and continually improve our performance for the customer
- To create general work ideas which have an impact on general occupational requirements
- Administrative work to simplify and accelerate workflow

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- To continuously improve health and accident protection (e.g. measures to maintain health or prevention measures for accident prevention)
- To create ideas which enhance and improve quality processes or systems which improve efficiency, economics or standards
- Machine and other technical aids to be more efficient and practical
- To promote the protection of the environment, energy and consumables costs

4. Formal requirements

A suggestion for improvement includes at least:

- A short description of the facts and the resulting problem
- A representation of the proposal and the resulting change
- Specific information, such as how much effort and in what timeframe the proposal can be implemented.

In order to ensure the integrity of the suggestion for improvement and to facilitate the requirement, there is a form on www.rh-automotive.co.uk/ideas available to submit the ideas by completing the form on and sending to the Your Idea Coordinator (YIC). The Terms & Conditions can be viewed on Your Idea Scheme site www.rh-automotive.co.uk/ideas and within the QMS.

5. Participant Group

All employees at all contract sites can participate in the RHA Your Idea Scheme up to and including SOM (or the equivalent level). For SOMs & PLs (or the equivalent level) the following money reward rule would have to be fulfilled: the payments will be made only if the agreed CIP target for the year is achieved. This target figure will be confirmed by the Head of Project Management at the beginning of each year and communicated to SOMs & PLs (or the equivalent level) ensuring transparency of the target and integrity of the awards. PSPs can participate in the scheme and submit their ideas; however, they are excluded from scoring points, winning cash prizes, receiving vouchers or catalogue gifts.

The CIP target rule to get the money reward will not apply to the ideas submitted by the Warehouse Operatives / VDUs. Executives are excluded from the rewards and benefits but are very much welcomed to supply their ideas for the good and benefit of the company.

It should also be noted that suggestions from the following departments i.e. Projects, Quality and Health & Safety, must be outside the scope of an employee's normal responsibilities which will be determined in the Steering Circle review.

Tasks and responsibilities.

Tasks	Who is Responsible to assist
Process Organisation / Support / Supervision	Management representative
Support in the formulation of ideas	Management representative, Supervisors
Assessment / evaluation/ rating of the idea (Benefits, advantage, feasibility)	Your Idea Scheme Committee – Director, Your Idea Scheme Coordinator, Head of Projects, BDM and GM or a Rep and any agreed volunteers
Review of the concept / idea to assess the idea	Your Idea Scheme Committee –

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	Director, Your Idea Scheme Coordinator, Head of Projects, BDM and GM or a Rep and any agreed volunteers
Implementation of the idea	Management representative, Process owner, Idea generator
Effectiveness of the idea	Your Idea Scheme Coordinator / Head of Projects / Your Idea Scheme Committee

6. The Process of an Idea Management

6.1 Submission of suggestions for improvement.

Individuals are allowed to place in as many ideas as they like at this moment, but this will be evaluated later dependent on take up.

The ideas can be also submitted as a group idea. The catalogue gifts including £25 & £45 vouchers will be given to each person from the submission group after scoring by the Steering Circle. Any group idea money reward will be evenly apportioned between each member from the submission group.

The Employee (R&H & Agency) submits an idea via the form on the internet page: www.rh-automotive.co.uk/ideas

The Employee (R&H & Agency) will receive a confirmation email after a form has been submitted to the email addressed specified on the form.

6.2 Evaluation / Assessment Procedure

First, the details of the idea will be logged by the QS system into the online Log. The QS system on receipt of each idea will automatically conduct a system check. This is to ensure that all information fields have received an answer to the question posed. Also, if the idea has already been submitted, the system will send an email alerting the idea generator.

The idea generator is informed by email at every stage, so they are all informed.

The Your Idea Scheme Steering Committee assesses/discusses the ideas every 2 weeks on a regular basis. The Your Idea Scheme Steering committee consists of (at least three persons) of the following people: (Director, QMS/Trg Manager, ILC GM, AC GM, Head of Projects, Your Idea Scheme Coordinator, Rudolph Logistics Project Manager).

A standard evaluation form can be seen below at 7.1 and three members of the committee will score and the group average taken by adding totals and divide by three.

The Final decision is made by the Your Idea Scheme Steering Committee about the idea by using the form with the criterias & points RHA-OXF-GROUP-FORM-002, Idea Scheme Evaluation Sheet, version 2

The assessment of the respective suggestion for improvement shall be held no later than 20 working days after submission of the idea.

If there were communication issues and the idea needs to be more clarified, it is possible to arrange a meeting with the idea generator to clarify and to eliminate confusion.

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The meetings of the Your Idea Scheme Steering Committee have to be recorded (via the Your Idea Scheme Log database system). All logs will be archived as a record for 5 years.

6.3 Priority

The decision for the priority of a suggestion for improvement is evaluated as in order of receipt. Each are given a sequential number of the idea logged onto Your Idea Scheme Log with a number RHA-GROUP-CIP-001 based on the submission date / time.

6.4 Protectability

Most ideas will not fall within the employee invention law guidelines. In the event that the submitted proposal or a proposal for an invention within the meaning of the employee invention law, then the following rules apply as a default all patents will belong to the company and this will be further alerted to the employee by the Your Idea Scheme coordinator within the usual messages of evaluation.

6.5 Resolution of the Your Idea Scheme Committee Meetings

The committee as a rule will have as a minimum three persons present to evaluate each idea using the same evaluation form for fair and equal grading. The way it will work is the three committee members will grade separately and then all the scores will be divided by three to get the average and the overall calculated total will be added to the evaluation sheet. Dependent on the idea being successful and the total score being accumulated the appropriate awards will be issued.

Rejections of suggestions for improvement (from the 2nd stage after Steering Committee Meeting) have to be justified on the Your Idea Scheme Log in the column (reason for rejection normally being it has not accumulated enough points).

6.6 Notifications

The idea notifications are due no later than 20 working days after submitting their suggestions for improvement, via email. The award will be paid out within the 30-day bracket as per the graph under section 9.

7. Premium Rating

The calculation of the premium is based on the following evaluation criteria:

- Level of details submitted (How detailed was the idea submitted / described?)
- Effort to implement (high investments, many resources, complex conversion etc.)
- Impact on Quality / Health & Safety / Environment and Energy
- Job satisfaction / employee morale (Does the proposal increase the job satisfaction of the employees?)
- Innovation (It is a remarkable or a completely new improvement?)
- Potential Savings per month/year
- Payback Period (1 month with the highest score)
- Is the proposal feasible?

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The individual evaluations of the above criteria will now be entered in the table to calculate the premium rate. The corresponding points are marked with a cross; the total value of all selected points is determined for the improvement proposal valid premium rate.

7.1 3iii Evaluation Sheet



Idea Scheme Evaluation Sheet

No.	Evaluation sheet (circle the relevant score)	Points	Points	Points	Points
1	Level of details submitted	very detailed	detailed	outlined	briefly outlined
		8	6	4	2
2	Effort to implement (high investments, many resources, complex conversion etc.)	very small / low	small / low	complex / expensive	very expensive
		8	6	4	2
3	Impact on Quality / Health & Safety / Environment and Energy	very high effect	high effect	small effect	very small effect
		16	12	8	4
4	Employee morals (Work environment, work processes, social relationship, work organization, work task)	very high increase	high increase	small increase	very small increase
		20	15	10	5
5	Innovation	very innovative	limited innovative	small innovative	very small innovative
		12	9	6	3
6	Potential savings per month / year	very high	high	small	very small
		20	15	10	5

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6	Potential savings per month / year	very high	high	small	very small												
		20	15	10	5												
7	Payback Period (1 month with the highest score)	< 1 month	< 3 months	< 1 year	> 1 year												
		12	9	6	3												
8	Feasibility (Tick yes only if the idea will be actually implemented)	yes			no												
		4			1												
Premium Rate total value of the circled points				Premium level													
<table border="1"> <thead> <tr> <th colspan="2">Premium Level / Premium rate</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>25-39 points no award</td> </tr> <tr> <td>1</td> <td>40-55 points for catalogue Level</td> </tr> <tr> <td>2</td> <td>56-70 points for catalogue Level</td> </tr> <tr> <td>3</td> <td>71-85 points / £25 Voucher</td> </tr> <tr> <td>4</td> <td>86-100 points / £45 Voucher</td> </tr> </tbody> </table>						Premium Level / Premium rate		0	25-39 points no award	1	40-55 points for catalogue Level	2	56-70 points for catalogue Level	3	71-85 points / £25 Voucher	4	86-100 points / £45 Voucher
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4	86-100 points / £45 Voucher																

7.1 Caveat exceptional savings:

If an idea is proposed and the projects team take it on as an official project and make a significant savings then the following awards will apply;

- Over £25K will receive an award of £2500 to an individual.
- Or below £25k 10% of the value of the savings not exceeding £2500

Caveat Feasibility: If an idea gets through the first filter and gets points on the evaluation form but at question 8 scores a No! Then the default setting of an award will be given from the R&HA corporate gifts. This is because the Idea is not realistically feasible to be used through logistics, economics or contractual limitations. This will be identified on the idea evaluation.

7.2 Award summary

- **Submission as an individual**

Level	Rating	Award
0	25-39 points	No award
1	40-55 points	Points for catalogue
2	56-70 points	Points for catalogue
3	71-85 points	£25 Voucher
4	86-100 points	£45 Voucher

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- **Individual Annual Award £1000**

There will be an award annually for the best individual idea. This wont be based on financial savings but an idea that has had the biggest impact in the workplace. This will be evaluated by the Committee at each meeting and then all likely participants will be added to a list and reviewed over the 12 month period. These contenders will be briefed to the CEO who will make an overall decision of the winner, who will be annouced in January. Warehouse Operative only. Payment

- **Exceptional savings**

If an idea is proposed and the projects team take it on as an official project and make a significant savings then the following awards will apply;

- Over £25K will receive an award of £2500 to an individual.
- Or below £25k 10% of the valiuie of the savings not exceeding £2500

If there are multiple submissions of the same idea or variations of an idea, the reward will be split based on the quality and detail of the submission as well as considering the order of submission. The reward will be split between the original idea generator and the generator of the variation of the idea which is implemented. The final decision will be made by the Steering Circle Committee.

- H&S / Quality award £100

1 idea per month will be chosen based on the Qualifying Criteria. This wont be based on financial savings but an idea that has an impact on H&S or Process Quality / Improvement. Warehouse Operative only.

8. CIP and Gainshare (Ideas Reward)

The new contract between BMW & R&H from 2017 - 2026 is utilising a new scheme. This ensures that the incumbent LSP provider continual improves as the logistics specialist and enables the physical logistics in Plant Oxford to evolve and improve through competitive and efficient processes for the future. The reason RHA offer to BMW a CIP Rate for the contract duration and allows us two exchanges a year. Dependent on which party supports an idea with financial backing will receive 90% of the savings to that of 10% of the other party or 50/50% if not funding was needed.

Clearly the R&H Your Idea Scheme will provide improvements Ideas that allow us to have the specified cost reduction if implemented and it has savings. The reward for the idea generator if it makes a saving of £25k is a cash prize of £2500 (maximum).

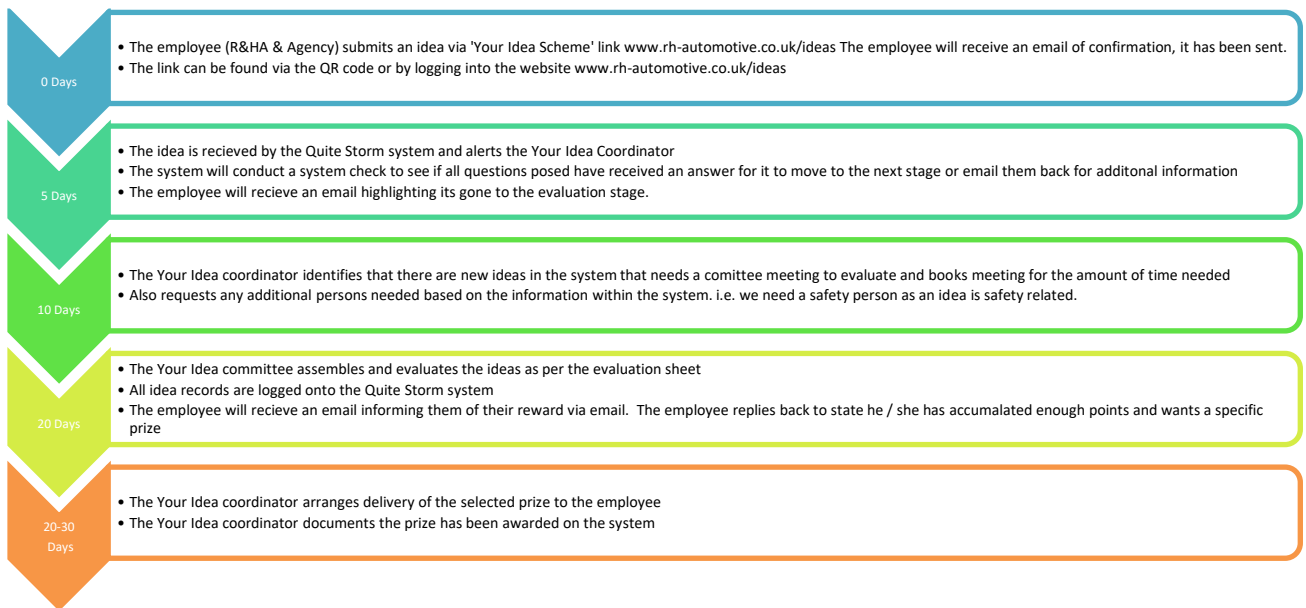
9. Reporting

The Director responsible or Your Idea scheme coordinator will provide updates to directors alongside the Head of Projects Managers with ongoing projects also highlighting financial

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The best ideas of the quarter (highest score in the Assessment) (with the agreement of the idea generator) will be presented / mentioned in the Rudolph & Hellmann newsletter report and/or on the app 'Your Voice'

The step by step timeline



10. Policy Review

These guidelines will be reviewed annually by the Your Idea Scheme Steering Committee and amended as required.

11. Coming into force

This guideline shall enter into force with effect 12/04/2021.

Approval		
	Generated by:	Approved by:
Name:		Jimmy Hamilton
Job Title:		UK Business Strategy Director

Procedure Receipt

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To show that you have read and fully understood this Policy and Procedure, can you please sign and return one copy of the document receipt attached. This should be sent to the HR Department, which will be recorded and filed and your personnel file. In the absence of a signed returned document, the Company will make reference to the date in which you were originally issued with this document.



I hereby confirm that I am in receipt of the above procedure and have read and fully understand its terms and conditions as outlined within which complies with current legislation and supports my terms and conditions of employment.

Should I have any problems or suggestions, I will contact my immediate Manager or the HR Department direct.

Full Name:	
Employee Number:	
Position:	
Department:	
Contract Name:	
Contract Site:	
Signature:	
Date Document Received:	
Comments:	
Document Issued by:	
Position:	
Date Recorded on Personnel File:	
Recorded By:	