

Commencement Date	24 August 2017
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

This policy is intended to provide recognition and reward staff that come up with new ideas for the office.

This policy is derived in line with our strategic objective to create a conducive/ideal work place to allow staff to excel which in turn will ensure efficient and effective work processes.

2 Scope

This policy will apply to all staff levels within the OAG i.e. individuals and work groups/ work teams.

3 Objectives

The objective of this policy is to;

- Establish a performance reward corporate culture and policy within the OAG operations.
- Reinforce, motivate and reward staff on best ways of living and demonstrating the corporate values of “objectivity and fairness”, “economy, efficiency and effectiveness”, “align to international standards” and “honesty and integrity”.
- Provide a conducive work environment that allows staff to excel.

4 Guiding Principles

- Rewards will be given for new initiatives by staff that allows for improved work processes.
- The rewards will be decided by Management.

5 Recognizing Staff Innovation

Staff rewards will be decided by management on a case by case basis. Better innovations will empower staff to tap into creativity, innovation and knowledge base for the OAG’s growth and development and improve operations.

This initiative will facilitate and foster employee participation in thinking and generating new ideas, encourage positive morale, creativity and innovation among staff as well as creating quality and efficient services.

6 Benefits of Innovation

- Increased productivity
- Improving turn around for audit
- Cost saving
- Revenue growth
- Improved customer service
- Improved quality and efficiency in auditing processes
- Process improvement

7 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

Innovation	a "new idea, device or method"
Reward system	Provides the basis for goal-directed action and of choice between actions by determining the relative value of goals.

8 Responsibilities

RESPONSIBILITIES	
Implementation, Monitoring and Evaluation	Corporate Service
Compliance	All staff
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy

9 Policy Maker

Senior Admin Officer Training, Policy Development and Research/Logistics.

10 Monitoring & Implementation

To ensure effectiveness of this policy it will be reviewed on an annual basis. Taking into account of challenges to the policy and any changes to legislation and national guidance.

11 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

12 Who to Contact About this Policy

Any queries is directed to Deputy Auditor General.

13 Approval

The staff innovation policy becomes effective on the date approved by the Auditor General.

14 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	24 August 2017
Policy to be reviewed by:	24 August 2018
Manager responsible for policy:	Manager Corporate Services