



## Dal-Tile High Five Award Nomination Form

The Dal-Tile High Five Award program recognizes and rewards Dal-Tile team members for actions, performance and achievements that go “above and beyond” what’s expected.

The award encourages outstanding performance and engagement by team members with meaningful, personal recognition.

**The form must be filled out in its entirety/all fields must be completed in order for those nominated to be considered and approved.**

Following approval of their nomination, Dal-Tile High Five Award recipients receive:

- a personalized letter and recognition certificate signed by the functional Vice President or leader
- a gift card valued at \$50 (all gift cards are reported as taxable income)
- recognition for the award through announcements via Dal-Tile Business Communication channels including email, The Scoop magazine, the myMohawk intranet and digital e-signs in Dal-Tile facilities

### Award Criteria

- The Dal-Tile High Five Award program is open to all Dal-Tile U.S. and Canada team members within Sales, Manufacturing, Distribution and HQ/Corporate functional areas.
- Team members may nominate a fellow team member for recognition (i.e., peers, co-workers, direct reports, etc.); no self-nominations please. Details on how to nominate are below.
- **All submitted Dal-Tile High Five Awards nominations are reviewed thoroughly to confirm the nominated team member demonstrated action or work that went “above and beyond” what would normally be expected of them in their role.**

**Instances where the team member did a great job as part of and/or performed within their normal job responsibilities are not recognized with High Five Awards.** (Note: Team members can use the Dal-Tile Shout-out form to acknowledge a fellow team member; the recipient and his or her direct supervisor will receive the Dal-Tile Shout-out notification.)

The action or work must provide a quantifiable benefit to other team members, customers and/or the Company.

- The nominated team member must be in compliance with all Company policies, be in good standing, and meet all requirements and expectations for their position.

#### Nominator:

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Location: \_\_\_\_\_ Department: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

**Nominee:**

*Please provide the following information for the team member you are nominating for recognition:*

Nominee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Work Location: \_\_\_\_\_

**Please describe the specific actions and results the team member demonstrated that are prompting you to nominate them for a Dal-Tile High Five Award. Remember: the action or work must have gone "above and beyond" what would normally be expected of them in their role (and must provide a quantifiable benefit to other team members, customers and/or the Company):**

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**Specifically, provide the context of the situation and the business impact that came as a result:**

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**Select the business area(s) most closely tied to these efforts:**

☐ Collaboration      ☐ Customer Service      ☐ Execution      ☐ Process Innovation  
☐ Product Innovation      ☐ Profitable Growth      ☐ Safety      ☐ Talent Management  
☐ Use of Capital      ☐ Other: \_\_\_\_\_

**Provide a brief summary statement for the recommendation. This "reason" will appear on the recognition certificate (i.e., Cross-functional Assistance, Superior Service to a Customer, Outstanding Leadership or one of the other business areas listed above, etc.)**

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**\*\*\* Reminder: This form must be filled out in its entirety/all fields must be completed in order for the individual nominated to be considered and approved. \*\*\***

**Please mail the completed form to:  
Dal-Tile – Human Resources  
Attn: High Five Award Program  
7834 C.F. Hawn Freeway  
Dallas, TX 75217**