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## HR - 04 HONOURS & AWARDS

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Policy Group:	Benefits	Policy Number	HR - 04
Senior Authority:	CEO	Lead Department:	Human Resources
Issue Date:	September 1, 2018	Reviewed and Revised:	March 2023
Applicable to:	<input checked="" type="checkbox"/> Commissionaires		

### POLICY:

The Canadian Corps of Commissionaires recognizes long, distinguished, and meritorious service to the Corps. As a member division of the Canadian Corps of Commissionaires, Commissionaires BC will confer national honours and awards to its employees as well as honours and awards specific to Commissionaires BC.

There are four (4) national honours and awards:

#### The Commissionaires Long Service Medal (CLSM)

The CLSM is awarded on the completion of 12 years of exemplary service, on the recommendation of the CEO, with the approval of the Board of Directors and approval of the National Chair. The medal is worn on the left breast of the jacket, and to the left of all other decorations or medals authorized by the Government of Canada.

A certificate is awarded along with the CLSM.

#### Service Bars

For each additional five (5) years of service a commissionaire may be awarded a silver bar with a maple leaf in the centre to be worn on the medal ribbon halfway between the medal bar and the top of the ribbon. A maximum of three such bars may be awarded and worn. A silver rosette is provided with each five-year bar, and this is to be affixed to the CLSM undress ribbon if such a ribbon is worn.

For those long serving commissionaires who qualify for a further service bar having reached 32 years of service, a 'gold' bar is awarded to replace the three silver bars. A 'gold' rosette is also provided to replace the silver rosettes.

A certificate is awarded along with each bar to the CLSM.

#### The Commissionaires Distinguished Service Medal (CDSM)

The CDSM was established by the National Board of Directors in June 1989 to recognize distinguished

service above and beyond the faithful performance of duty which has not involved an element of bravery or personal risk by the recipient.

This medal is normally awarded on the recommendation of the CEO, approved by the Board of Directors and approved by the National Executive Committee, or by the National Board of Directors if the National Executive Committee feels it should be referred to the full National Board of Directors.

The CDSM is not recognized as an official honour in the Order of Precedence of Canadian Honours.

A certificate and recognition pin are presented with the CDSM.

### **The Commissionaires Medal of Bravery (CMB)**

The CMB may, on the recommendation of the CEO and the Board of Directors, and with the approval of the National Board of Directors be awarded to a commissionaire for "an act of bravery in the performance of duty". The CMB will only be awarded in exceptional circumstances which involve an element of bravery or personal risk, and the recommendation will normally require the evidence of independent witnesses.

The CMB is not recognized as an official honour in the Order of Precedence of Canadian Honours.

A certificate and recognition pin are presented with the CMB.

There are two (2) honours and awards specific to Commissionaires BC, they are:

### **Commandant's Commendation\_**

The Commandant's Commendation shall be awarded to any commissionaire who, in the opinion of the CEO, has shown unusual loyalty and support to Commissionaires BC over an extended period or who has made a single significant contribution in support of our Mission, Vision, Values or Promise.

A framed certificate and a silver Commissionaires BC lapel pin are awarded for the Commandant's Commendation. The lapel pin may be worn with the uniform.

### **Governors' Award of Excellence\_**

The Governors' Award of Excellence shall be awarded to the commissionaire who, in the opinion of the Board of Directors, best exemplifies outstanding service to clients of Commissionaires BC and/or to the public in the previous calendar year.

A framed certificate and a 'gold' Commissionaires BC lapel pin are awarded for the Governors' Award of Excellence. The lapel pin may be worn with the uniform.

### **AUTHORITIES:**

- Issued under authority of CEO
- No changes can be made to this policy without specific permission of the CEO

**APPLICABLE FORMS OR RELATED POLICIES:**

- Policy Ops-15 Dress Code

**Policy review frequency:** Every 3 years

**Next date to be reviewed:** March 2026