

<b>Policy Name</b>	National Awards Policy		
<b>Approver</b>	National Awards Committee	<b>Owner</b>	Chief People & Culture Officer
		<b>Lead</b>	Manager – National Operations
<b>Version</b>	<b>Date of Approval</b>	<b>Summary of changes made</b>	<b>Next review due</b>
1.0	6 July 2023	<ul style="list-style-type: none"> <li>Policy and procedure separated.</li> <li>Created one policy to cover all National Awards.</li> <li>Incorporated the Wearing of Medals policy.</li> </ul>	
1.1	25 August 2023	Annexure 1 (Honorary Life Membership) approved by Board.	2027

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### 1 Purpose

This policy sets out:

- (a) The criteria for assessment of awards by Australian Red Cross to volunteers, members, and employees of Australian Red Cross, including Lifeblood (**Australian Red Cross People**) and others in connection with work performed with or on behalf of Australian Red Cross to:
  - (i) Recognise and reward excellence.
  - (ii) Instil notions of best-practice and excellence throughout Australian Red Cross.
  - (iii) Boost morale and belonging of Australian Red Cross People.
  - (iv) Encourage loyalty and commitment of Australian Red Cross People.
  - (v) Provide a platform to showcase achievements of a diversity of Australian Red Cross People.

- (b) The way awards medals and badges should be worn by Australian Red Cross People.

## **2 Scope and Audience**

This policy applies to all Australian Red Cross People (which includes employees and volunteers of Lifeblood), and others eligible for awards.

## **3 Policy – Award eligibility criteria, assessment, and type**

### **3.1 Honorary Life Membership**

- (a) Honorary Life Membership is Australian Red Cross' peak award for achievement of the highest degree of service by Australian Red Cross People.
- (b) The eligibility, assessment criteria, when awarded and who assesses Honorary Life Membership is set out in Annexure 1.
- (c) Only the Board may approve or amend Annexure 1 of this policy.

### **3.2 Other Awards**

The eligibility, assessment criteria, when awarded and who assesses the:

- (a) **Distinguished Service Award** is set out in Annexure 2.
- (b) **Outstanding Service Award** is set out in Annexure 3.
- (c) **Distinguished Staff Award** is set out in Annexure 4.
- (d) **Meritorious Service Award** is set out in Annexure 5.
- (e) **Youth Meritorious Service Award** is set out in Annexure 6.
- (f) **International Service Award** is set out in Annexure 7.
- (g) **Distinguished Team Award** is set out in Annexure 8.
- (h) **Certificate of Commendation** is set out in Annexure 9.
- (i) **Humanitarian Partner Award** is set out in Annexure 10.

### **3.3 Subsequent awards**

- (a) No recipient of any award (including Honorary Life Membership) is prevented from being nominated for or applying for the same (except Honorary Life Membership, which can only be awarded once) or other awards where they meet the criteria.
- (b) Except where an individual is nominated for an individual and team award, an application in relation to the same operation or matter should not be made, however that operation or matter may be used in support of other applications for a nominee.
- (c) In the event the nominee has received the same award previously, a bar will be presented to be added to their existing medal.

### **3.4 Nomination**

- (a) No individual or group may self-nominate for any award.
- (b) Posthumous awards may only be awarded in exceptional circumstances.

## **4 Policy – Wearing of medals and badges**

### **4.1 Medals and badges awarded by Australian Red Cross:**

- (a) May be worn at any important Red Cross or public event.

**Example:** Important events include Australian Red Cross functions, other Red Cross/Red Crescent national society functions, World Red Cross Day, IFRC and ICRC events, ANZAC Day functions, Remembrance Day functions, Annual meetings and conferences of Australian Red Cross (including of National Council, divisions, zones and branches), funerals of Australian Red Cross People.

- (b) Should not be worn with the uniforms of other organisations (including the military).

**Note:** The Florence Nightingale Medal is the exception as it is issued through the ICRC. Australian Defence Force permits the wearing of the Florence Nightingale Medal, or ribbon, according to the relevant regulation.

- (c) Must be worn with the senior medal nearest the centre, with the order of precedence being:

- (i) Henry Dunant Medal (medal)
- (ii) Florence Nightingale Medal (medal)

**Note:** The Florence Nightingale Medal is worn separately above other Red Cross medals or badges (because of its nature), although the Henry Dunant Medal takes precedence.

- (iii) Honorary Life Membership (medal)

- (iv) Medal of Honour (medal)
- (v) Distinguished Service Award (medal)
- (vi) Outstanding Service Award (medal)
- (vii) Distinguished Staff Award (medal)
- (viii) Meritorious Service Award (medal)
- (ix) Youth Meritorious Service Award (badge)
- (x) Long Service Medal (medal)
- (xi) Service Award (badge)
- (xii) Unofficial or division Award
- (xiii) Foreign Red Cross awards in date order
- (xiv) Other non-Red Cross medals in date order

**Note:** Care should be taken when having medals mounted, as regalia shops, and others, are used to mounting military medals, of which Australian Red Cross medals are the reverse.

- (d) Are worn on the right breast, while official national decorations, medals, and ribbons (non-Red Cross awards) are worn on the left breast.

**Note:** Badges may be worn at any time. If more than one badge is worn, the Red Cross Youth Meritorious Service Award takes precedence and is worn nearest the centre.

- 4.2 No awards are worn on overcoats.
- 4.3 Medals, when worn, are suspended from the appropriate ribbon 4cm in length. The senior medal is worn nearest the centre and on the top row when more than one row is necessary. They are to be worn in order of precedence and may be attached individually, suspended from a bar, or court mounted. Five medals are worn to complete a row.
- 4.4 The Honorary Life Membership badge is only worn when medals are not being worn. It must be worn left of centre unless an Australian Honour badge is being worn, in which case the Honorary Life Membership badge may be worn right of centre. For Honorary Life Members who have a brooch, this may be worn at the throat of a shirt.

**Note:** The Honorary Life Member brooch is no longer issued however is still worn by members who have previously received a brooch.

- 4.5 Badges for awards are worn below the medals.
- 4.6 Service Awards should not be mounted on a ribbon or attached to any other award.
- 4.7 Aside from Australian Red Cross badges, normally no other badges are worn; however, badges for citations from other Red Cross or Red Crescent societies may be worn below medals and after Australian Red Cross badges.

**Note:** Membership badges, name badges, badges celebrating occasions and similar items should not be worn as if they are awards, nor in conflict with the regulations of any other organisation. Generally, an Australian Red Cross membership badge will be worn left of centre.

## 5 Other

### 5.1 Definitions

Term	Definition
<b>Australian Red Cross</b>	Australian Red Cross Society
<b>Australian Red Cross People</b>	As the context requires, all volunteers, members and employees of Australian Red Cross (including Lifeblood)
<b>Board</b>	The Board of Australian Red Cross as established in accordance with Rule 10
<b>Division(s)</b>	The same meaning as given to that term in the Divisional Regulations
<b>Divisional Regulations</b>	The same meaning as given to that term in the Rules
<b>Fundamental Principles</b>	The seven Fundamental Principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) sum up the global Movement's ethics and are at the core of its approach to helping people in all its activities at all times.

<b>Term</b>	<b>Definition</b>
<b>Rule(s)</b>	The rules of Australian Red Cross dated 2 August 2013 (as amended or substituted from time to time)
<b>Lifeblood</b>	Australian Red Cross Lifeblood, the trading name of Australian Red Cross Blood Service established under Rule 19.1
<b>World Red Cross Day</b>	8 May in each calendar year

**5.2 Related Documents**

National Awards Procedure.

**5.3 Related legislation / standards**

Not applicable.

**Annexure 1 Honorary Life Membership<sup>1</sup>**

Category	Criteria / Comments
<b>Who is eligible</b>	Any member of Australian Red Cross
<b>Minimum service required</b>	At least 10 years' service to Australian Red Cross in any capacity <b>Note:</b> <i>Service can be done across one or more periods</i>
<b>Other requirements</b>	Evidence of nominee's: (a) Exceptional leadership within Australian Red Cross (b) Extended selfless humanitarian service to others (c) Devotion to the Fundamental Principles
<b>Assessed by</b>	Board (on recommendation of National Awards Committee)
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting (c) National Council Annual General Meeting

**Annexure 1 approved by the Board on 25 August 2023**

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<sup>1</sup> Only the Board may approve or amend this Annexure 1.

**Annexure 2 Distinguished Service Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Any Australian Red Cross People (volunteers, members, and employees)
<b>Minimum service required</b>	At least six years' service to Australian Red Cross in any capacity <b>Note:</b> <i>Service can be done across one or more periods</i>
<b>Other requirements</b>	Evidence of nominee's: <ul style="list-style-type: none"> <li>(a) Exceptional leadership within Australian Red Cross</li> <li>(b) Distinguished service to or on behalf of Australian Red Cross</li> <li>(c) Dedication to the Fundamental Principles</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>• <i>Local area co-ordinator of volunteer programs who has inspired others to become involved with Australian Red Cross and been a driving force in strengthening Australian Red Cross locally.</i></li> <li>• <i>A member who instigated and guided a national project associated with the delivery of Australian Red Cross services</i></li> </ul>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	<ul style="list-style-type: none"> <li>(a) World Red Cross Day</li> <li>(b) Division Annual General Meeting</li> </ul>

**Annexure 3 Outstanding Service Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Any Australian Red Cross People (volunteers, members, and employees)
<b>Minimum service required</b>	Ideally at least six years' service to Australian Red Cross in any capacity <b>Note:</b> <i>Service can be done across one or more periods</i>
<b>Other requirements</b>	Evidence of nominee's: (a) Outstanding service to or on behalf of Australian Red Cross (b) Dedication to the Fundamental Principles <b>Examples:</b> <i>A volunteer who has volunteered for Australian Red Cross over many years</i>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting

**Annexure 4 Distinguished Staff Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Employees of Australian Red Cross
<b>Minimum service required</b>	Not applicable, however three years' service as an employee to Australian Red Cross is preferred
<b>Other requirements</b>	<p>Evidence of nominee's:</p> <ul style="list-style-type: none"> <li>(a) Exceptional leadership within Australian Red Cross</li> <li>(b) Distinguished service as an employee to or on behalf of Australian Red Cross</li> <li>(c) Dedication to the Fundamental Principles</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>Employee leading programs in a region</i></li> <li>• <i>Employee instigated and guided a national project associated with the delivery of Australian Red Cross services</i></li> </ul>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	<ul style="list-style-type: none"> <li>(a) World Red Cross Day</li> <li>(b) Division Annual General Meeting</li> </ul>



**Annexure 5 Meritorious Service Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Any Australian Red Cross People (volunteers, members, and employees)
<b>Minimum service required</b>	Not applicable. There is no minimum service required for this award
<b>Other requirements</b>	<p>Evidence of nominee's meritorious service in respect of a particular operation of limited duration on behalf of Australian Red Cross</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>A member who implemented a 'whole of community' Red Cross Calling fundraising campaign in a specific region during March</i></li> <li>• <i>An employee seconded to a different position and completed with distinction over a four-month period</i></li> </ul>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	<p>(a) World Red Cross Day</p> <p>(b) Division Annual General Meeting</p>

**Annexure 6 Youth Meritorious Service Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Any Australian Red Cross People (volunteers, members, and employees) who are 29 years of age or less (at the time of nomination)
<b>Minimum service required</b>	Not applicable. There is no minimum service required for this award
<b>Other requirements</b>	<p>Evidence of nominee's meritorious service in pursuit of better youth engagement and involvement with Australian Red Cross</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>An employee establishing or leading a Red Cross Youth group which attracts the interest of other young people to Australian Red Cross</i></li> <li>• <i>A volunteer leading major activity for or on behalf of Australian Red Cross which involved youth, such as a conference or fundraising event</i></li> <li>• <i>A member displaying leadership in a role on a 'Youth Advisory Committee' at any level</i></li> <li>• <i>A volunteer representing Australian Red Cross with distinction at an International Youth Activity</i></li> </ul>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Signed citation and engraved badge
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting

**Annexure 7 International Service Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Any individual (whether Australian Red Cross People or not) representing Australian Red Cross on field placements outside Australia
<b>Minimum service required</b>	At least 12 months representing Australian Red Cross outside Australia
<b>Other requirements</b>	Evidence of nominee's exemplary service of a commendable nature in connection with projects organised by Australian Red Cross, another Red Cross or Red Crescent national society, the ICRC or the IFRC in connection with conflict or other disaster and emergency relief, a development project, or support for the Movement.
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved medal, signed citation and badge
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting

**Annexure 8 Distinguished Team Award**

Category	Criteria / Comments
<b>Who is eligible</b>	Teams of Australian Red Cross People at any level (including branch, division, national and involving any volunteers, members, and employees) <b>Note:</b> Australian Red Cross People nominated as part of a Distinguished Team Award are not prevented from being nominated for another award in respect of the same service
<b>Minimum service required</b>	Not applicable
<b>Other requirements</b>	Evidence of nominated team's: (a) Very close relationship with all members (which should include the name of all team members for the period nomination relates to) (b) Specific service (including specific or approximate period that the nomination relates to) of a distinguished nature which has assisted the work or reputation of Australian Red Cross
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved plaque and signed citation
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting

**Annexure 9 Certificate of Commendation**

Category	Criteria
<b>Who is eligible</b>	Any Australian Red Cross People (volunteers, members, and employees)
<b>Minimum service required</b>	Not applicable. There is no minimum service required for this award
<b>Other requirements</b>	Evidence of nominee's commendable service in respect of a particular operation of limited duration on behalf of Australian Red Cross <i><b>Examples:</b> Assisting in disaster relief work following a particular disaster</i>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Signed citation
<b>When awarded</b>	(a) World Red Cross Day (b) Division Annual General Meeting

**Annexure 10 Humanitarian Partner Award**

Category	Criteria
<b>Who is eligible</b>	Individuals, corporations, organisations, and government bodies who are not Australian Red Cross People
<b>Minimum service required</b>	Not applicable
<b>Other requirements</b>	<p>(a) Evidence of a very close relationship between the nominee and Australian Red Cross</p> <p>(b) Evidence of nominee's service of an exceptional nature which has greatly assisted the work or reputation of Australian Red Cross</p> <p><b>Note:</b> <i>financial contributions by the nominee to Australian Red Cross may be considered for this award, but is not essential for nomination</i></p> <p>(c) The length and nature of relationship with Australian Red Cross</p> <p><b>Examples:</b> <i>Schools, donors, government bodies or statutory corporations who have worked to further the humanitarian work undertaken by Australian Red Cross</i></p>
<b>Assessed by</b>	National Awards Committee
<b>Award Type</b>	Engraved plaque and signed citation
<b>When awarded</b>	<p>(a) World Red Cross Day</p> <p>(b) Division Annual General Meeting</p>