

## BRAVO! Introduction for Managers



### What You'll Learn

Managers using the AV Bravo Recognition Program can Approve or Decline Award Nominations, be reminded of anniversary service awards, run reports, and understand Nomination amounts and approvals.

This Job Aid also offers some best practices for administering the Bravo! app.

Contact [Benefits@avinc.com](mailto:Benefits@avinc.com) for program related assistance.

Contact [talent.dev@avinc.com](mailto:talent.dev@avinc.com) for training related assistance.

Nomination Amounts



STEP 01

The table below shows Job and Award Levels as well as Nomination Amounts for your reference.

Nomination amounts and approvals:

| Job Levels | Award Levels | Nomination Amounts                      |
|------------|--------------|-----------------------------------------|
| E3         | EVP+         | \$25, \$50, \$100, \$250, \$500, \$1000 |
| E2         | SVP          | \$25, \$50, \$100, \$250, \$500         |
| E1         | VP           | \$25, \$50, \$100, \$250                |
| M6         | VP           | \$25, \$50, \$100, \$250                |
| M5         | Sr. Director | \$25, \$50, \$100                       |
| M4         | Director     | \$25, \$50, \$100                       |
| M3         | Sr. Manager  | \$25 or \$50                            |
| M2         | Manager      | \$25 or \$50                            |
| M1         | Supervisor   | \$25                                    |

Approval Levels:

Awards up to \$500:  
1<sup>st</sup> approver: Recipient’s manager  
2<sup>nd</sup> approver: Recipient’s manager’s manager

Awards of \$1,000:  
1<sup>st</sup> approver: Recipient’s manager  
2<sup>nd</sup> approver: E3 leader in recipient’s hierarchy

BRAVO expenses are charged to each Business Unit’s respective budget as an embedded employee expense.



Approve or Decline Nominations



STEP 01

Click the bell notification icon to view any Pending Approvals.



STEP 02

Click arrow down for full details.

| <input type="checkbox"/> | DATE & PROGRAM                              | TO → FROM | BUDGET                              | RE |
|--------------------------|---------------------------------------------|-----------|-------------------------------------|----|
| <input type="checkbox"/> | 3/10/2026<br>Bravo!<br>Program<br>(M05-M10) | From:     | 200 Dollars<br>Bravo<br>Recognition |    |

STEP 03

Review recognition message and reason – coordinate with the person who initiated the award if you plan to adjust the Recognition amount (higher or lower). Change the amount by selecting Recognition Amount.

Message to recipient

Thank you for all of your efforts in going the extra mile (& long hours) to get the HMIF/RAS program back on track with the 1C delivery including customer engagement, teamwork across multiple sites and time zones, and support to on-site integration & testing.

How did this employee go above and beyond to earn this award?

Customer commitment to catch up software development and meet the 1C delivery date. All worked nights and weekends, with and without EWW. Some of these folks have really stepped up and performed beyond their experience level. They ALL have bore the pressure and demonstrated ownership of their respective pieces of the puzzle. The achievement has significant impact both to the function and to business to keeping the program sold and enabling AV to win future business with this customer.

Recognition Amount

25 Dollars - Applause Award

50 Dollars - Cheers Award

100 Dollars - Standing Ovation

STEP 04

Click *Approve* or *Decline*. If declined, you must provide a reason to the person submitting the award and coordinate resubmittal.

Decline

Approve

## ADMIN Features



### STEP 01

Click ADMIN button (displayed below, right) to view dashboard and filter through Users and Reports for current and previous recognition data.



Recognize Employee Anniversary



STEP 01

Employee Service Awards - As a Manager, you will receive email notification seven days prior to a service milestone anniversary date (for example, 1,3,5,10,15,20,25,30,35,40 Years).

| ! 📧 📎 🗑 | From                                                                             | Subject                                                                       | Received | 📧 |
|---------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------|---|
|         | AVBenefits                                                                       | Upcoming Update to BRAVO! Recognition Reward Program – Effect... Thu 4/24/... |          |   |
|         | IMPORTANT ANNOUNCEMENT From AV Benefits April 24, 2025 BRAVO! RECOGNITION REWARD |                                                                               |          |   |

BEST PRACTICES FOR MANAGERS:

- Recognize employees in a timely manner
- Provide a personalized message when you email them
- Recognize employee during team meeting and tie to our company values.
  - If employee doesn't like public praise, consider doing this privately – acknowledge their work and be sincere!

This recognition will also populate in the **Feed** section of the **Bravo! Platform** so all employees can see who is being recognized for their service.

