



## CMC U.S. Service Award Program FAQs – Employees

### The purpose of the CMC U.S. Service Award Program is:

- To honor employees' service to CMC and celebrate careers on milestone anniversary years
- Show we value and appreciate loyalty and hard work
- Provide a memorable occasion and meaningful gift
- Foster employee engagement: companies that have service award programs report higher employee engagement which can result in decreased turnover rates

### What are the milestone years that are recognized by this program?

The milestone years begin at year 5 of the employee's service and every 5 years thereafter (5, 10, 15, 20, 25, and so on).

### What are the denominations of gift cards awarded to employees on milestone years?

Years of Service	Gift Card Value
5	\$100
10	\$200
15	\$300
20	\$400+ Statue
25	\$500+ Statue
30	\$700 + Statue
35	\$1,500
40	\$1,500
45	\$1,500

### When should I expect to receive the gift card?

The gift card should be received within two to three weeks after the milestone anniversary date.

## How and where is the gift card delivered?

The gift card is delivered via FedEx to the employee's home address on file as listed in Employee Central. That address is also printed in their packet letter and therefore, it is important for folks to review their letter and reach out to HR or Employee Services to update their address within seven days of their anniversary if needed.

## How do the gift cards arrive?

They arrive in a Fed Ex envelope which contains an inner American Express envelope that contains the card and instructions.

## Is a signature required for the FedEx delivery?

A signature will be required for gift cards amount of \$500 and above. (25 years and up).

## Can employees receive their gift card to their PO Box?

We need a physical address for FedEx to deliver the gift card. Please send in a physical address to employeeservices@cmc.com or (2) update it in Employee Central within 7 days of the anniversary. You can also send a request to Employee Services to have the card shipped to the work site if no alternative address is available.

## Who do I reach out to if a gift card has not arrived?

Please reach out to Employee Services who can track the shipment with FedEx.

## What is the expiration date of the gift card?

The American Express Gold Classic gift card is good for 10 years.

## Does the gift card need to be activated?

The card is ready to use and does not need to be further activated.

## Can the gift card be redeemed for cash at an ATM, etc.?

No, the gift card must be used for purchases either in person or online in the United States.

## Can I use the gift card at a gas station?

Yes, but you must pre- authorize first inside the gas station.

## Can the gift card be used outside of the US?

The American Express gift card can be used at merchants and retailers in the United States that accept American Express. It cannot be used internationally.