

Service Recognition Programs

Employee Info Guide

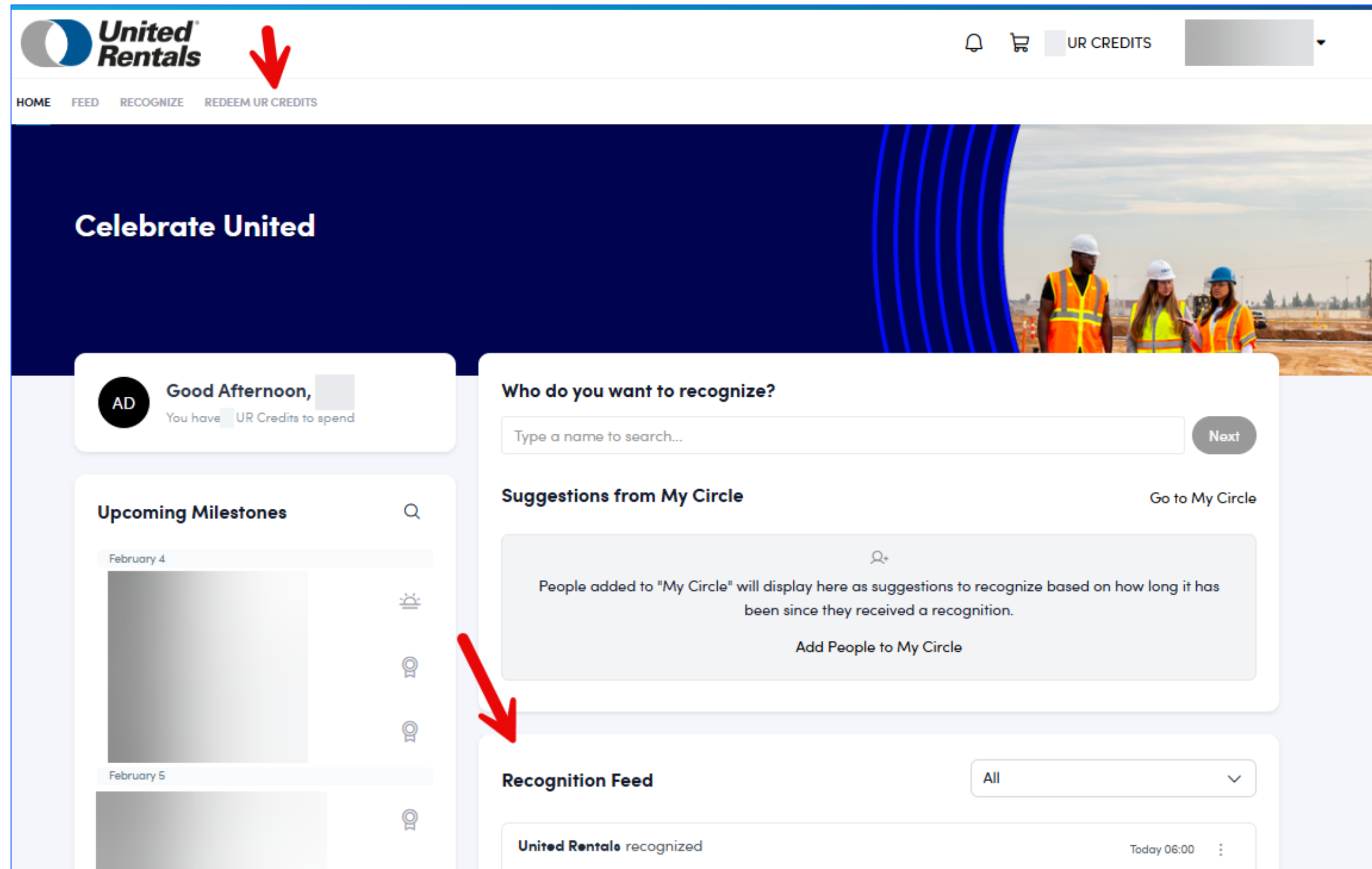


Service Recognition Program Summary



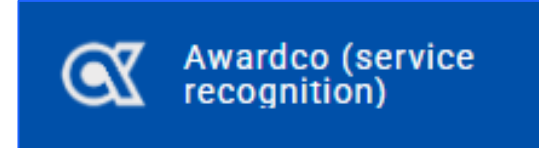
- Partner with Awardco for service recognition
 - Milestone Service Anniversaries (every 5-years)
 - Retirement Awards (must have at least 5-years service credit)
 - General recognition via “Shout Out” program (ties in with UR Company Values)
- **Only Milestone Service Anniversaries and Retirements have a MemoryBook created and are awarded UR Credits**
 - MemoryBook created to capture recognition comments made by fellow employees
 - UR Credits are provided based on years of service and used for gifting purposes
 - Milestone Service Anniversaries will receive certificate plaque while Retirements will receive printed copy of MemoryBook for employee to have as a keepsake
- All non-milestone anniversaries are recognized virtually through the Awardco platform and via emails sent to employees (*non-milestone = all other anniversaries that are not in 5-year increments*)

Awardco Website

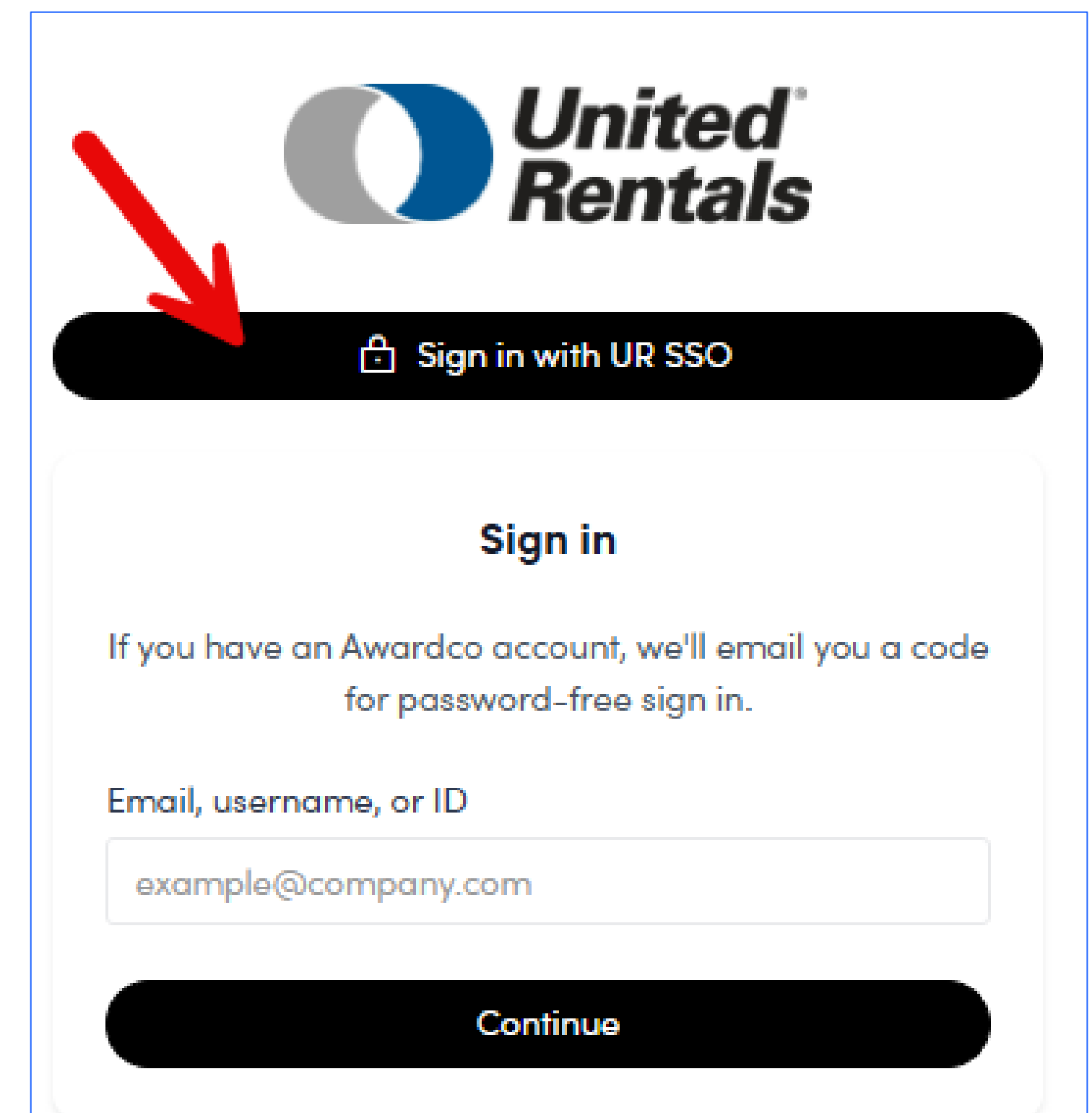


- Recognition feed showcases all service recognition
- Can click at the top on “Redeem UR Credits” for making gifting selections for milestone anniversaries and retirements

Accessible by going to unitedrentals.awardco.com or by clicking on Awardco tile on MyUR homepage under Apps



Login by clicking on the “**Sign in with UR SSO**” button then use UR Credentials to sign in



General Recognition

- Recognize each other via **UR SHOUT OUT**
 - Virtual recognition through the Awardco platform
 - Employee will also receive copy of message via email
 - Recognition should be assigned which UR Company Value(s) apply

*Either use field at top to search name of person to recognize
or click on the UR SHOUT OUT tab*

United Rentals

HOME FEED RECOGNIZE REDEEM UR CREDITS ADMIN

Celebrate United

Good Morning, [Name]
You have 0 UR Credits to spend

Who do you want to recognize?

Type a name to search... Next

Suggestions from My Circle Go to My Circle

Opportunities to Recognize ⓘ

UR SHOUT OUT Available

Emails sent through Awardco platform
go to the @UR work email address
and will come from:
no-reply@unitedrentals.awardco.com

Recognize

Who What Why

ERIN UNTERWEGER UR Shout Out

UR Shout Out

Recognize members of the UR Team for the great work they do!

Reason for recognition

Add comment

Would you like to attach an image? (optional)

No Image Upload Image

Values

Absolute Integrity ☐ Community Minded ☐ Continuous Innovation ☐

Customer Driven ☐ Passion for People ☐ Safety First ☐

Sustainability ☐ Visible Leadership ☐

Visibility ⓘ

Everyone Private

Back Schedule Send Recognize

Milestone Service Anniversary Awards

- Acrylic plaque with customized certificate for presentation to employee
 - Created in English, Spanish, French, Dutch and German based on Employee's identified preferred language in Workday on their profile
 - Messaging on lid includes instruction on how to login to Awardco
- UR Credits awarded to employees to select gift(s) from Awardco platform
 - Can select multiple items up to your total awarded credits - if don't have enough credits for desired item, have option to pay the difference using a credit card
 - Provide preferred shipping address at checkout
 - UR Credits expire after 3 months from anniversary
 - Reminder emails will be sent from Awardco

Want to update your preferred language in Workday? [Click here for instructions](#)



Example of Plaque



**** Emails sent through Awardco platform go to the @UR work email address and will come from: no-reply@unitedrentals.awardco.com ****

Sample Invite to Comment Emails (MemoryBook)

- Awardco platform sends email invitations to @UR work email for teammates to comment in MemoryBooks:
 - MemoryBooks created only for Milestone Service Anniversaries and Retirements
 - Emails sent 15 days prior to Anniversary date, with reminder at 5 days (*Retirement sent after entry into system*)
 - Have option to invite others to comment by entering name in Awardco on comment page
 - Up to 20 SHOUT OUT recognitions may be incorporated

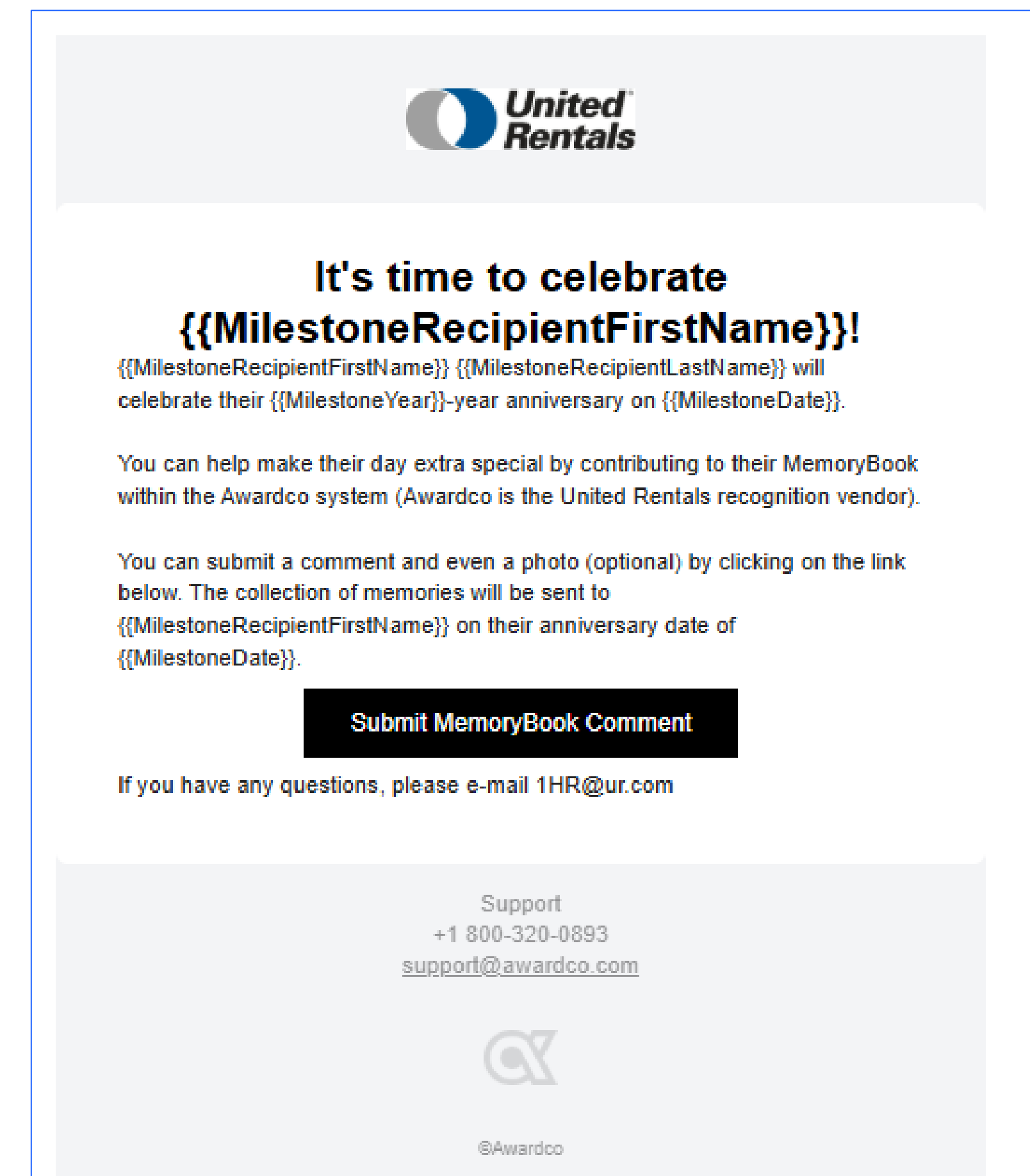
Retiring? Make sure to inform your manager as early as possible so your MemoryBook includes comments from as many Teammates as possible

Emails sent through Awardco platform will come from:

no-reply@unitedrentals.awardco.com

Example of Teammate Email

(Teammate = anyone that reports to the EE being celebrated and anyone that reports to the same manager as the celebrated EE)



Sample Anniversary Emails to Employee

Example of non-Milestone Anniversary



**GRACIAS
MERCİ
THANK YOU
BEDANKT
DANKE**

**Congratulations on Your
{{RecognitionYear}}-Year Anniversary,
{{RecognitionToFirstName}}!**

We want to thank you for your dedicated service and contribution to {{CompanyName}} and for all the hard work you do. We know the growth and success of our organization is dependent on having employees like you; and we recognize the hard work you do in the service of our mission and values. We are honored to have you as part of the team.

Sincerely,
{{CompanyName}}

[View Recognition](#)

If you have any questions, please e-mail 1HR@ur.com

non-milestone = all other anniversaries that are not in 5-year increments

Emails sent on employee’s anniversary date and go to their @ur.com email address

Emails sent through Awardco platform will come from:
no-reply@unitedrentals.awardco.com

Example of Milestone Anniversary

(UR Credits given for gifting)



**Congratulations on Your
{{RecognitionYear}}-Year Anniversary,
{{RecognitionToFirstName}}!**

Congratulations on your {{RecognitionYear}}-year service anniversary with {{CompanyName}}. Your partnership and the contributions you’ve made deserve applause. Sharing your expertise, working to solve problems and delivering on our goals, you exemplify what makes our company great. It’s time to celebrate {{RecognitionYear}}-years of investment in each other and honor this milestone in your career.

As a token of our appreciation, we have awarded you:

{{RecognitionAmount}} {{RecognitionAmountLabel}}

You can redeem these UR Credits for any item you like through our Awardco recognition platform. Just click the link below to view your recognition memorybook and select your anniversary gift by navigating to the "Redeem UR Credits" section from the menu bar at the top of the screen when in the Awardco system. Note you may be prompted to login and will need to use your UR credentials since we have a single sign-on setup.

Thank you for your service and congratulations on this anniversary!

Sincerely,
{{CompanyName}}

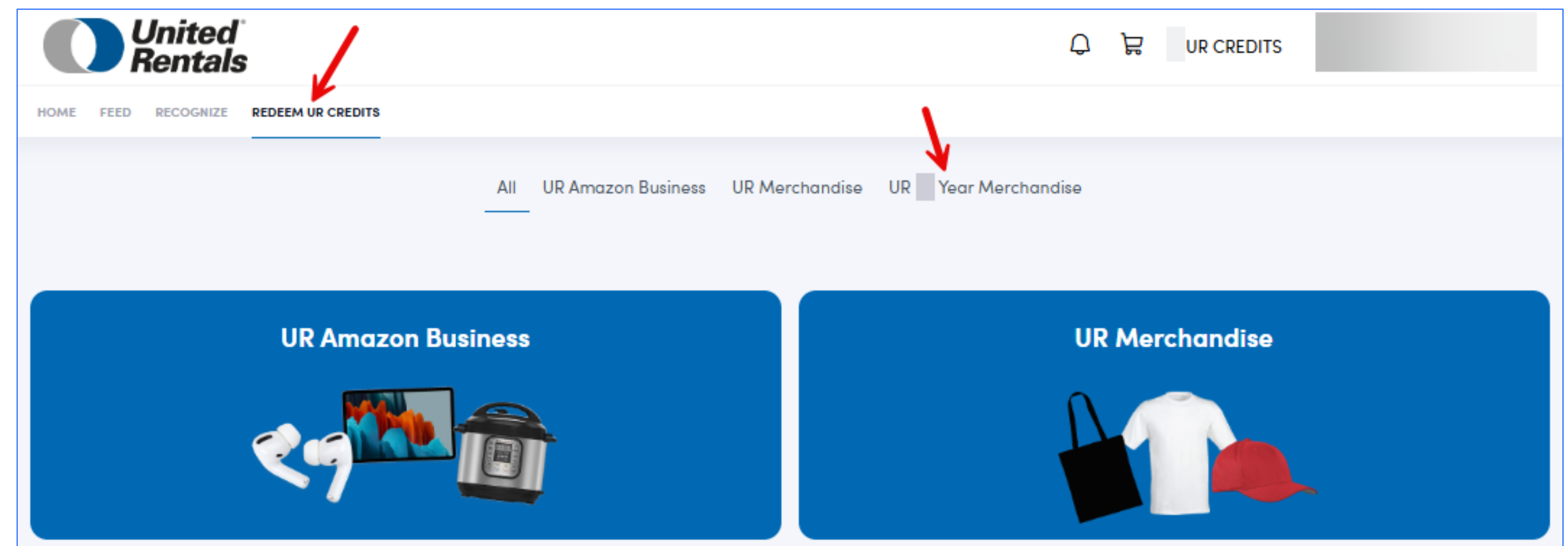
[View Recognition](#)

Milestone = anniversaries that are in 5-year increments

Redemption of UR Credits

- UR Credits are awarded based on the employee's years of credited service
- UR Credits are redeemed by clicking on the “REDEEM UR CREDITS” link at top left
- Select from **UR Amazon Business** and/or **UR Merchandise** tiles to make selections
 - UR Merchandise uses standard UR logo
 - Option for UR logo with # years of service (only for Milestone Anniversary) if click the **UR # Year Merchandise link**

REMINDER: UR Credits only awarded for Milestone Service Anniversaries and Retirements



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