

## EMPLOYEE OF THE MONTH VOTING FORM

Department: \_\_\_\_\_ Voting Period: \_\_\_\_\_

### Voter Information:

Full Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

### Nominee Information:

Nominee Full Name: \_\_\_\_\_

Nominee Employee ID: \_\_\_\_\_ Nominee Department: \_\_\_\_\_

### Voting Criteria: Please consider the nominee's performance based on the following aspects:

1. Quality of work and attention to detail
2. Teamwork and collaboration
3. Initiative and problem-solving skills
4. Attendance and punctuality
5. Contribution to a positive work environment

### Voting Declaration:

I hereby declare that my vote is my own independent decision and that I have not been influenced by any party. I understand that falsification of votes or any attempts to influence others improperly may result in disciplinary action. All votes shall remain confidential and the results will be used exclusively for the selection of the Employee of the Month.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Official Use Only:

Received by: \_\_\_\_\_ Position: \_\_\_\_\_

Date Received: \_\_\_\_\_

### Voting Policy and Compliance

This voting form and process are governed by the company's Employee Recognition Program policies and are intended to ensure fairness, confidentiality, and transparency. All participants must adhere to these policies. Any violation, including but not limited to fraudulent voting, coercion, or conflicts of interest, may lead to disqualification of votes or disciplinary measures in accordance with company procedures and applicable United States laws. The company reserves the right to audit votes and investigate any irregularities.

### Confidentiality and Data Protection

All personal information collected in this form will be processed strictly for the purpose of conducting the Employee of the Month voting process. The company commits to protecting personal data in compliance with applicable laws and

regulations. Access to votes and personal data is limited to authorized personnel directly involved in the administration of the program.

**Dispute Resolution**

Any disputes arising from the voting process shall be addressed promptly by Human Resources or the designated committee. Decisions made by the designated authorities are final. Participants waive the right to seek judicial relief except as provided by applicable labor laws.

**Acknowledgement**

By submitting this form, the voter acknowledges having read, understood, and agreed to comply with all terms, conditions, and policies related to the Employee of the Month voting process.

**VOTER'S SIGNATURE**

**HUMAN RESOURCES REPRESENTATIVE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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