

 S.O.C. INDUSTRIES LLC		Document Name: Client Recognition & Driver Awards Program		
		Document No: SOC-HSEQ-CRDAP-001		
		System Title: HSEQ / IMS		
Issue Date: May 2026	Revision No: 01	Prepared by: HSEQ	Approved by: Management	Page: 1 of 2

OBJECTIVE

Establish a formal process for recognizing S.O.C. Industries drivers and field employees who receive safety, performance, professionalism, and/or service-related awards from clients. The program strengthens S.O.C. Industries' safety culture, promotes employees' moral, documents client-recognized performance, and supports proper internal and public recognition of qualified employees.

SCOPE

This procedure applies to all S.O.C. Industries' employees, drivers, operators, and field personnel who receive recognition from a client while performing work for S.O.C. Industries. Recognition may include but not limited to client-issued safety awards, pins, certificates, commendations, positive feedback, jobsite, driver, professional conduct, and overall performance-based types of recognition(s).

GENERAL

S.O.C. Industries values client recognition because it reflects the professionalism, safety awareness, field conduct, and quality of service shown by employees during operations. Client recognition will be documented, reviewed, and communicated internally. When appropriate and approved, recognition may also be shared externally through the various company communication channels such as LinkedIn.

S.O.C. Industries may keep a dedicated Client Recognition Wall in the conference room or office to display awards and employee achievements received during the year. Public recognition shall remain professional and aligned with the company's image, while avoiding disclosure of confidential client and/or operational information.

DEFINITIONS

Client Recognition: Any award, pin, certificate, written acknowledgment, verbal commendation, or formal recognition given by a client to a S.O.C. Industries employee.

Driver Award: Recognition given to a S.O.C. Industries driver or operator for safe driving, safe work practices, professionalism, compliance, or outstanding field performance.

Award Wall / Recognition Wall: A dedicated display area used to recognize employees who received client awards or formal client recognition during the year.

Public Recognition: Company-approved external communication, such as a LinkedIn post, highlighting the employee's achievement.

Internal Recognition: Recognition shared within S.O.C. Industries through meetings, emails, bulletin boards, office displays, or internal announcements.

PROCESS DESCRIPTION

1. Client award notification: When S.O.C. Industries becomes aware that a client has recognized one or more employees, the information will be communicated to the HSEQ Professional, Operations Leader, and Management. The notification should include the name of the employee and client, date of recognition, type of award, reason for the recognition, available photos, and any other pertinent information.

2. Verification and documentation: The HSEQ Professional or assigned representative shall verify and document the recognition using available evidence such as a client's email, photos, certificate, meeting notes, supervisor confirmation, and/or employee photo with the award.

3. Internal recognition: Once verified, S.O.C. Industries may share the recognition internally through email, safety and operations meetings, bulletin boards, the annual recognition wall, or employee safety recognition documentation.

4. Employee photo opportunity: When appropriate, the recognized employee may be invited to take a photo with the award, pin, certificate, or recognition item. Participation in public photos will on a voluntary basis and aligned with company communication expectations.

5. Public recognition: S.O.C. Industries may publicly highlight client-recognized awards through LinkedIn or other approved company platforms. Public posts will focus on the employee's recognition, safety culture, professionalism, client trust, and positive field performance. Confidential client, jobsite, and/or operational information shall not be disclosed unless previously approved.

6. Annual recognition wall: S.O.C. Industries may manage a Client Recognition Wall in the conference room, office, or any other designated area. The wall may include the employee's name and photo with the award, client's name, type of recognition, date received, and a brief description of the achievement.

7. Monthly review: Each month, the HSEQ Professional and Operations Leader will review whether any employees received a client's recognition and determine if internal communication, photo documentation, LinkedIn recognition, or wall display is appropriate.

8. Quarterly summary: Each quarter, S.O.C. Industries may prepare a brief capsule of client recognitions received. This summary may support management review, safety performance updates, employee engagement, LinkedIn planning, and annual tracking.

Recognition categories may include Safe Driving Recognition, Field Safety Recognition, Client Service Recognition, Professional Conduct Recognition, Jobsite Safety Leadership, Compliance Recognition, Hazard Identification, Positive Client Feedback, Teamwork, and Reliability.

REFERENCES

- S.O.C. Industries HSEQ and Integrated Management System requirements.
- Client recognition communications, awards, pins, certificates, and/or safety meeting records.
- S.O.C. Industries communication and management approved requirements.

Non-controlled area



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- Applicable client confidentiality and jobsite communication requirements.

RECORDS CONTROL

NAME	WHO?	HOW?	WHERE?	TIME	USER	DISPOSITION
Client Award Notification	HSEQ Operations /	Email or report	Shared drive / employee's file	Annual	HSEQ Leadership /	Retain per the company's policies
Award Photo	HSEQ Operations /	Digital image	Shared drive	Annual	HSEQ Leadership /	Retain or archive
Client Email or Confirmation	HSEQ	Email record	Shared drive / email folder	Annual	HSEQ Leadership /	Retain per the company's policies
LinkedIn Approval Record	HSEQ Management /	Email approval	Shared drive / email folder	Annual	Management	Retain or archive
Annual Recognition Wall Record	HSEQ	Recognition tracker	Shared drive / office display	Annual	HSEQ Operations /	Archive yearly
Quarterly Recognition Summary	HSEQ	Summary report	Shared drive	Quarterly	Management	Retain per the company's policies

CHANGE CONTROL

SUMMARY OF MODIFICATIONS	
Preparation of document	Version 1
DETAIL OF DELETIONS	
N/A - Initial issue	

RESPONSIBILITIES

Role	Responsibility
Employees / Drivers	Notify supervisor or HSEQ when client recognition is received and participate in documentation when appropriate.
Operations Leader	Confirm award details, support employee recognition, coordinate with field leadership, and assist with monthly/quarterly recognition review.
HSEQ Professional	Document awards, maintain recognition records, coordinate internal recognition, support public recognition drafts, and maintain the annual recognition wall record.
General Management	Approve public recognition, LinkedIn posts, formal company-wide award communication, and any company recognition displays.
Administrative / Office Support	Provide support with the printing, display, filing, and maintenance of the recognition wall when created.

PUBLIC COMMUNICATION GUIDELINES

Before posting client recognition publicly, S.O.C. Industries should confirm that the employee is comfortable being photographed or recognized publicly, the client's name may be used, no confidential jobsite or operational information is disclosed, the communication is professional and aligned with S.O.C. Industries' image, and management has previously approved the post.

If client permission is unclear, general wording may be utilized such as "a valued client," "one of our operating partners," or "a client safety meeting."

VALIDATIONS

HSEQ Professional

Operations Leader

General Management