

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Long Service Recognition and Retiral Award

### [Retiral Award - Application Form](#)

Form to be completed and signed by the Head of Service or nominated officer and forwarded to Service Admin team.

### [Reward Gateway Edenred Procedure - Pre-paid Cards](#)

Procedure for Service Admin team to follow for ordering Edenred pre-paid cards

### [Reward Gateway Edenred Order Form Instructions](#)

Guidance for Service Admin to follow on how to complete the Edenred Order Form

### [Reward Gateway Edenred Order Form](#)

Form to be completed by Service Admin team for sending to Edenred