EGA Tamayaz
Operating Guidelines

PURPOSE & OBJECTIVE

The Tamayaz Program is a team based program highly focused on achieving business results by providing a platform for rewarding & recognizing supervisory & non- supervisory employees after successful completion of value-added team-based projects. In EGA, Tamayaz program is used to develop people and create Lean Culture with the co-operation from Areas to continuously identify and eliminate non-value added activities and improve process performance within the organization.

SCOPE & ELIGIBILITY

The Tamayaz program is open to all EGA employees:

• Supervisory Employees: EGA supervisory level employees from Pay Grade K and above in the role of leader & team member.
• Non-Supervisory Employees: Provide the plat form for non-supervisory employees to participate in projects as a team member.

ELIGIBLE PROJECTS

The approach is project based and led by Area with the guidance of a Lean Coach.

Project Types	Definition
Improvement Projects **Team Size 3 -6**	.**Problem solving A³ Projects**: Problem solving by following A³ thinking/PDCA cycle. **Lean Six Sigma Project:** Complex improvement opportunities which involves heavy data analysis to conclude following DMIAC approach. **TPM Projects:** Projects involving Operation & Maintenance teams together and grow skills of operations through Autonomous maintenance and selecting best maintenance strategies by Reliability Centred maintenance.
Kaizen Event **Team Size 5 -10**	The **Kaizen Event** is a focused, hands-on, intense, short-term project to improve a process, machine availability or fix a problem. Substantial resources- Engineering, Maintenance, Cell Operators, and others are available for immediate deployment.

NON ELIGIBLE PROJECTS

• Projects already adopted or implemented.
• EHS Concern
• Ideas / Suggestion.
• Matters which are under consideration by Management.

SUBMITTING A TAMAYAZ PROJECT

Any Supervisory level staff fills the Project Initiation Form and submits the same to their respective Lean Coach for further processing. However, it is recommended that initiator discuss it with their Area Owner.

TAMAYAZ PROJECT ANALYSIS & IMPLEMENTATION

The Lean Coach will ensure that the project following Tamayaz guide lines also assisting the Initiator for implementation and timely awarding with the support from the Management.

REWARDS & RECOGNITION FOR IMPLEMENTED PROJECTS

Type of Project	Reward	Recognition
Improvement Projects **&** **Kaizen Events**	Initial reward of AED 500/- for each registered member of the team on effective implementation of the project. (AED 5000 per team member if project reduce the Risk on Safety of People or Environment from Very High to Low) **Gain Sharing on finance validation:** Percentage of the savings based on one-off or recurring savings - 8% for one-off and 14% for recurring with a maximum award of AED100K.	Recognition at Monthly Appreciation Awards , Rashid Awards and participation in Local & International competitions.

TAMAYAZ ONLINE SYSTEM

Till an online system is defined and implemented, the initiation, approval, completion, rewarding etc.is processed manually.