






EXCELLENCE  
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**HW HOLDSWORTH**  
Recognition & Rewards

# Long Service Recognition Audit Checklist

Use this checklist to review and improve your long service recognition approach. For each item, rate your organisation as:  **No**,  **Partially**, or  **Yes**.

# Purpose and Impact



Do your recognition gifts celebrate the milestone in a meaningful, visible way?



Do recipients perceive the gift as a lasting symbol of appreciation?



Does the recognition experience reflect your company's culture and values?



Is the recognition experience inspiring and influential for others in the organisation?



Are long service moments publicly acknowledged (e.g., in team meetings, internal comms)?



Do your gifts demonstrate care and intentionality — not just convenience?

# Tax & Compliance



Are you aware of the **FBT exemption rules** for long service awards?

Do your long service gifts qualify for **Section 58X FBT exemption**?

Are any cash-like benefits (e.g. gift cards) being used contrary to ATO guidance for FBT exemption?

Is your recognition spend trackable and defensible for auditing and budgeting purposes?

# Logistics and Execution

## **Administration**

Is your recognition program easy to administer across multiple locations or departments?

## **Tracking**

Do you have a clear system for identifying and tracking long service milestones?

## **Employee Input**

Are employees given any input or choice in their gift?

## **Presentation**

Are the gifts presented with ceremony, storytelling, or personalisation?

## **Feedback**

Do you gather feedback on the experience to continuously improve the program?

# Next Steps

Use this checklist as the basis for an internal review, or HW Holdsworth can support you in conducting a full audit and enhancement of your recognition process — from FBT-compliant gift selection to delivery, presentation, and internal communications.

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