



Welcome to Playster

Employee Onboarding Presentation 2017



Topics

History of Playster

What We Do

Office + Work Hours

Our Technology and Work Methodology

Performance Management

Compensation, Benefits + Perks!

Career Development + Training

Dress Code + Office Etiquette

Health + Safety

Personal Conduct

History of Playster

And the story goes...

Playster was founded by **Philip Keezer** in 2014 with the belief that entertainment should be accessible and affordable for all and that there should be a single streaming solution that caters to the needs of the whole family.

Digital entertainment consumption has been soaring over the past several years and Playster is the only platform offering a single integrated solution for families and voracious media consumers. Through our expertise in search and affiliate and social media marketing, we've generated a subscriber base with a clear desire for all forms of entertainment combined with convenience and affordability.



What we do

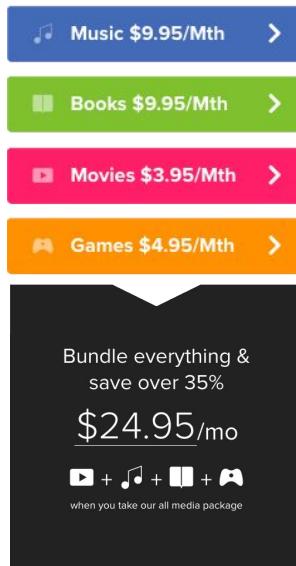
Value Proposition

A UNIQUE CONTENT OFFERING

Playster's comprehensive content offering challenges conventional services that limit their subscribers to a single vertical.

HIGH EXPOSURE, HIGHER REVENUES

Publishers directly benefit from Playster's myriad of content with high exposure from book, movie, game and music users. This opportunity for subscriber growth and reaching new audiences doesn't exist in a standalone subscription service.



BETTER RETENTION, LONGER LIFESPAN

Playster delivers users that otherwise might not be searching for a publisher's titles. With access to four content verticals, user engagement multiplies therefore increasing retention.

SUBSCRIPTION TAILED TO THE USER

Multiple membership types and price points offer greater appeal to subscribers. Bundling all four verticals cuts costs, while single-media subscriptions provide budget options.

*USD

Embracing Playster's Values



Work Smart

- Act with urgency
- Remain responsive to change
- Have the courage to change course
- Remain constructively discontent
- Work efficiently



Execute

- Climb over obstacles and be resistant to chaos
 - Put decisions into action and push them forward to completion
 - Take advantage of every opportunity
- Make it happen!



Edge

- Courage to make the tough decisions
- Know when to make tough calls even when all the information is not present
- Fail fast and move on



Dedication

- Be passionate about what you do
- Strive to self actualize and succeed
- See the bigger picture
- We are in this together



Energy

- Drive 95 mph in a 55 mph world
- Ignite yourself and your surroundings
- Energy brings speed, speed brings wind

Offices

Montreal

2000 RUE PEEL, SUITE 420, MONTREAL, QC, H3A 2W5

Access and Security Information

Blue Key: All employees receive a blue key, which gives them access to the Playster office between 6am and 7pm.

White Card: To operate the building elevator outside of functional hours, you will need a white access card. To request one, please see Katie Sargent (receptionist)

New York City

79 MADISON AVENUE, SUITE 541, NEW YORK, NEW YORK, 10016





Work Hours

The work schedule for all employees is:

Monday to Thursday: 8am to 5pm
Friday: 8am to 1pm

Lunch and Breaks

Employees are entitled to the following:

Lunch - 12:30PM TO 1:30PM
15-Minute Breaks - 10:30AM and 3:00PM

If you are running late, as a courtesy, please email your supervisor to let them know.

Note: Employees who are absent during core hours will be considered absent for the whole day if they have not notified their supervisors in advance. The day will be treated as either unpaid, a sick day or a vacation day, regardless of the employee's arrival time.

Out Of Office (OOO) Calendar

Whether it be vacation, sick leave or personal leave, please indicate the time(s) and/or day(s) you'll be out of the office in the **OOO Calendar**.

You do not need to indicate the reason, we simply ask that you block out the time.

OOO - JEN

10/26/2016 1:00pm to 5:00pm 10/26/2016 Time zone

All day Repeat...

[Event details](#) [Find a time](#)

Where

Video call [Add video call](#)

Calendar

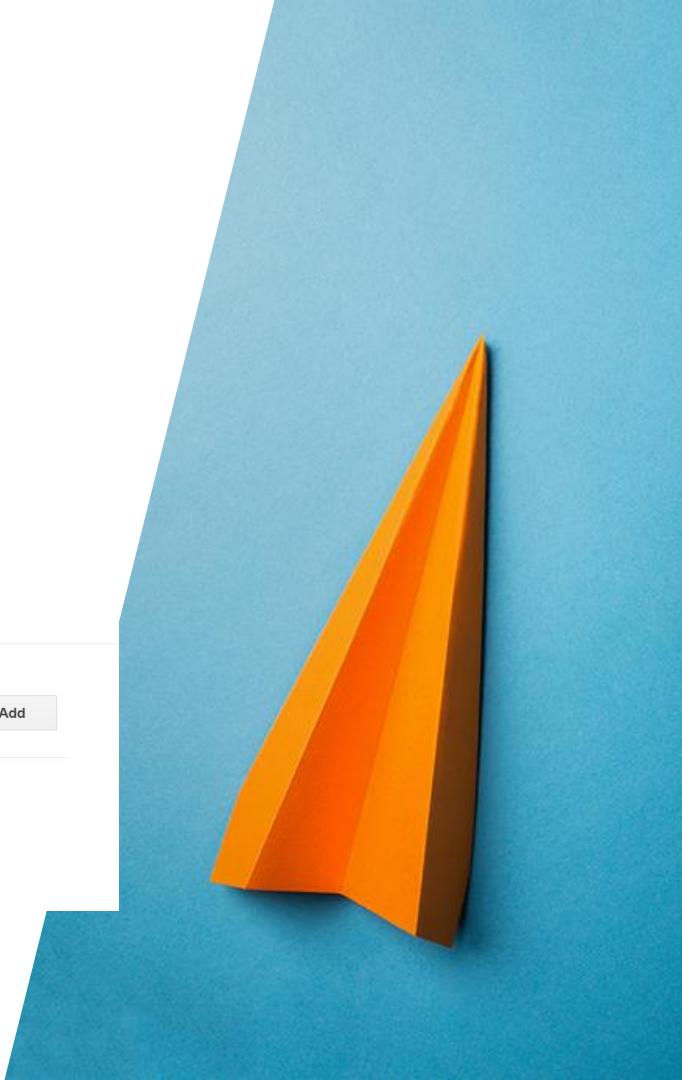
Created by Jennifer Bergmans

Description *For all questions please see or email Justine

Add: Guests | Rooms, etc.
Enter guest email addresse: Add

Guests can

modify event
 invite others
 see guest list



Office Facilities



GAME ROOM



CAFETERIA



LIBRARY



LOUNGE



SHOWERS WASHROOMS

Keypad password for women
washrooms



OFFICE SUPPLY /
PHOTOCOPY ROOM

Feel free to use what you need!





Platforms We Use



Google Drive + Gmail: Internal Documents and email



Slack: Slack is an instant messaging and collaboration tool used amongst colleagues and teams at Playster. Slack's **channels** enable you to write separate messages, start discussions and receive notifications based on a specific task, department or topic. Ex: The **#general** channel is a common discussion board for all employees.



JIRA: Some teams use JIRA to keep track of their sprints and/or everyday tasks. These tasks (features, improvements, bugs, etc.) are displayed and prioritized by the team's manager on a kanban/scrum board so that the team is fully aware of what they have to do and what is coming up.



ADP: ADP is our official payroll and HRIS system in which you can find all of your personal employee information, including pay stubs, tax forms, benefit information, vacation balances and personal information



Quarterly Performance Management Plans

The Performance Management Plans (**PMPs**) process is one of the most important tools for personal **career development** and your success at Playster. Managers and employees work together to plan, execute and review employee's work objectives, goals and overall contribution to Playster each quarter.

In the PMP process, managers will focus on:

- Setting quarterly performance goals and objectives
- Evaluating the previous quarter's performance by assessing an employee's success in reaching:
 - **Individual goals**
 - **Team goals**
 - **Agile initiative goals**
- Assessing adherence to company values

Timelines of the PMP process:

Quarter	Evaluation Dates	Supervisor reviews PMPs	Set New Goals for Next quarter	Bonus Payout
1st	January 1st -- March 31st	1st- 2nd week of April	3rd week of April	May 15th
2nd	April 1st - June 30th	1st -2nd week of July	3rd week of July	August 15th
3rd	July 1st - September 30th	1st - 2nd week of October	3rd week of October	November 15th
4th	October 1st - December 30th	1st - 2nd week of January	3rd week of January	February 15th

Performance Review Bonus Breakdown

Once the performance evaluation has taken place, an overall score will be determined for the previous quarter. This will represent the bonus percentage the employee will be awarded for that quarter.

Performance grades and corresponding bonus percentages are as follows:*

Below Expectations	0%	The employee failed to meet expectations set for them at the beginning of the quarter. This is a serious matter. Ranking 'Below Expectations' will trigger a probation period for the next quarter. No employee can fall into this category two quarters in a row.
Met Expectations	10%	The employee performed on par with expectations set for them at the beginning of the quarter.
Exceeded Expectations	15%	The employee exceeded expectations set for them at the beginning of the quarter.
Greatly Exceeded Expectations	20%	Reserved for rare instances when an employee's performance is exemplary and goes above and beyond all others'.

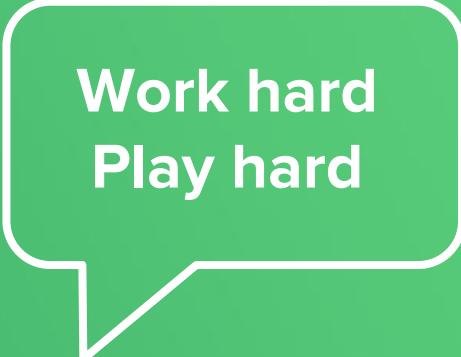
Salary Review

Individual employee salaries are set within the job's salary range based on:

- Competency
- Skills
- Knowledge
- Experience
- Past Performance (not applicable to new hires)

The 3 points in time when an employee's salary can be reviewed and/or adjusted are:

- Upon Hiring
- During The Annual Performance Review (i.e. On The Hire Date Anniversary)
- Upon Promotion



Work hard
Play hard

Show Me The Money!

ADP is our official payroll and HRIS system where you can find all of your **employee information**, including **pay stubs, tax forms, benefit information, vacation balances and personal information**.

***Antonio Orrego**, our compensation and benefits administrator, will send you login information once you are enrolled and can answer any questions you have about payroll and group insurance.*

****Please log into ADP and fill in your emergency contact information within your first week of work****

Paydays

The company begins paying new employees within their first month of employment. Each subsequent pay during employment will be made on the 15th and on the last day of every month. If the 15th, 30th and/or 31st fall on a weekend, payment will be made on the Friday prior.



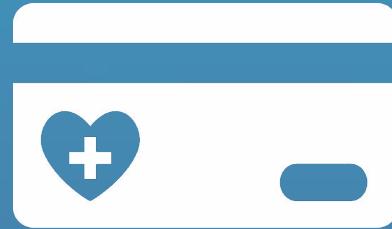
Benefits

Group Insurance

Health & Dental Coverage:

All full-time, permanent employees are entitled to group insurance benefits provided by Great-West Life.

Our plan provides **80%** coverage on most health and dental expenses (for both single and family status).



Eligibility:

In order to be eligible, the employee must have completed their 3-month probation and have a valid RAMQ medical card. (Ontario medical cards are also accepted.)

Benefits

Opting Out Of Health & Dental Coverage:

You may only opt out of the group insurance plan if you provide proof that you are being insured by another provider.

All employees will be enrolled to receive employee life insurance covering accidental death, dismemberment, specific loss, as well as long-term disability.



We've Got You
Covered

Time Off

Vacation

At Playster, **vacation accrual** begins on the first day of employment and will be accessible following the successful completion of the three-month probationary period.

Vacation Policy

The vacation reference year runs from January 1st to December 31st. If vacation days are carried over into the following year, they must be taken by April 30th. Otherwise, unused vacation days will be banked and paid out at termination of employment.

In some circumstances, taking vacation before it has accrued may be approved. This is conditional on the employee agreeing to Playster deducting the value of the vacation taken in advance from their payment in the event of termination.



Time Off

Vacation without pay:

An employee who is already entitled to **2 weeks of vacation** can request **additional leave** of one week **without pay**, which would increase their total annual leave to three weeks.

The employee cannot, however, demand to take this leave immediately following their other two weeks of vacation. This additional leave cannot be divided.

Requesting Vacation:

All vacation must be requested and approved by your assigned manager through ADP. We ask that you request time off at least four weeks prior to the actual leave in order to avoid any vacation overlaps with team members.



Statutory Holidays

Employees are entitled to the following statutory holidays, which will be paid days off:

January **1st**

New Year's Day

Easter Monday

The Monday Preceding May **25th**

Victoria Day

June **24th**

St Jean de Baptiste Day

July **1st**

Canada Day

1st Monday In September

Labor Day

2nd Monday In October

Thanksgiving Day

December **25th**

Christmas Day

December **26th**

Boxing Day



Sick Days

All full-time, **permanent employees** are entitled to **5 days** of paid sick leave every **12 months** (reset on the hire date), which can also be taken as carer's leave, if required.

Requesting Sick Days

To take a sick day, please notify your **manager(s)** on the day that you are sick. If you do not notify them, the day will be unpaid and will count as an absence.

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury. In cases of extended absence, management, at its discretion, may request evidence, such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.



Perks of Working at Playster

Public Transportation

Employees are entitled to a \$50/month reimbursement for taking public transportation to commute to work. In order to be eligible, the employee must have completed their three-month probationary period.

Procedure

In order to receive the reimbursement, employees must follow these steps:

- Clearly mark your **name** and **month/year** on the receipt
- Submit the receipt via email to **payroll@joventures.com** by the 10th of each month.
- **Receipts submitted after three months will not be accepted



Perks of Working at Playster

The Food

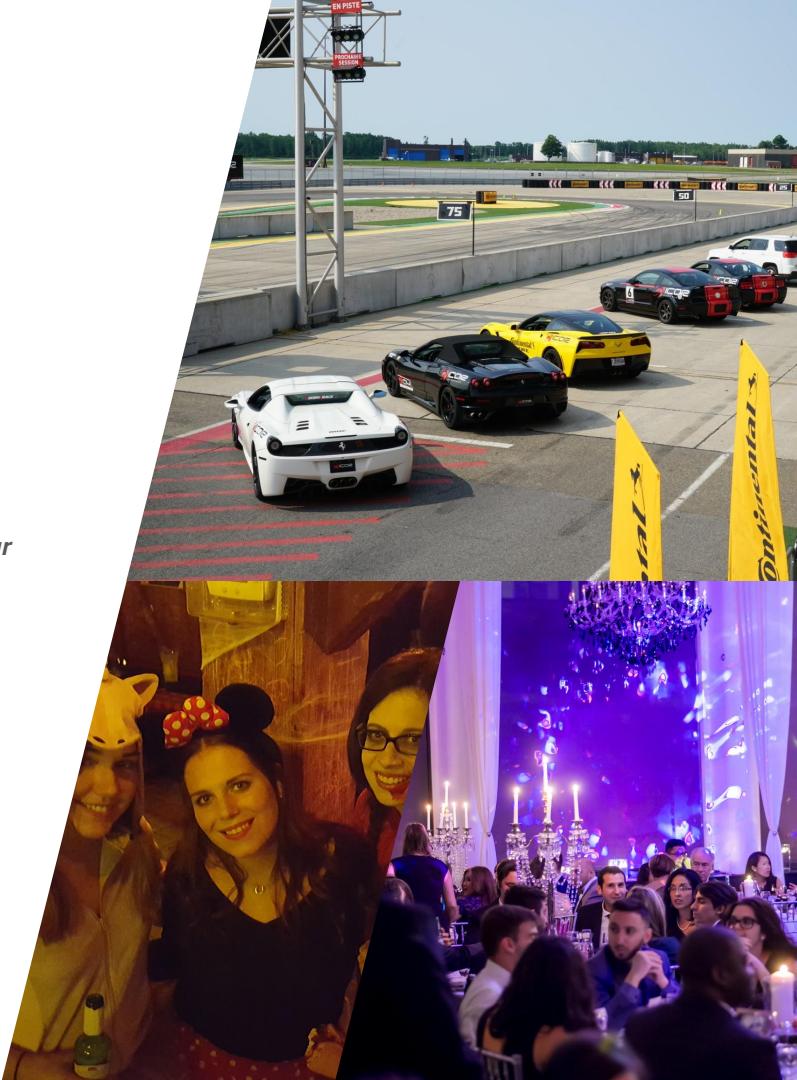
- **Birthday Lunches:** Once a month, we celebrate all the employee birthdays that fall in that month with a delicious catered lunch.
- **Daily Breakfasts:** Every morning before 8am you will find warm breakfast sandwiches, fruit, yogurt and juice in the kitchen. Hurry up, it goes fast!
- **Free Coffee + DavidsTea:** Free premium coffee and an assortment of DavidsTea are available all day long in the office cafeteria.



Even more Perks

Corporate Events

- Our unrivaled **Christmas** and **Halloween** parties include food, drinks, music, prizes and great times!
- Every **summer**, we also try to plan a memorable team building day. Some of our previous outings have included a **BBQ** at Parc Jean-Drapeau and **racecar** driving at ICAR in Mirabel!





Playster's Social Committee!

The **Playster Social Committee** holds casual meetings between those who would like to help organize even more employee events, both in and out of the office, including:

- Work-coordinated functions
- Potlucks, bake sales, raffles
- 5 à 7 happy hours
- Sport tournaments

You can join the group on **Slack** via our channel, **#getsocial**, if you are interested in participating or have ideas you'd like to contribute.

Training and Employee Investment Program

Introduction

We are determined to help our employees develop their career with the company. In 2014, the Company launched a training program designed to engage employees in regards to career growth. This will give every employee the opportunity to develop skills in their existing and future positions within the company.

The goals of the program are

- ★ Invest in stars
- ↗ Aid in upward career mobility.
- ☺ Increase retention and company team-spirit.



Training and Employee Investment Program

Career Trajectory

The training program is being designed to train employees in the following situations:

- New Employee coming into a position with no prior professional experience.
- Existing employees who would like to develop their talents in their current positions.
- Existing employees being promoted to positions for which they have no prior professional experience in.
- Existing employees who are transitioning into completely different positions in a different department which they have no prior professional experience in.

Manager Discretion

The training program will also give managers the tools and resources to properly guide and develop their current or future employees in order to build strong and loyal teams. Therefore, the final decisions of upwards and sideways position changes, as well as which attributes of an employee that we invest in, will fall on the managers.

Career Development Chart

The **Playster Career Development Chart** is a roadmap of all the current positions at Playster, as well as all the positions we can envision being created as we grow. Positions with similar impact and scope are grouped together into HR salary ranges to form a job classification system. This helps ensure that the principles of pay equity are applied and that salaries are transportable if employees move cross-functionally. You can find the latest version of the **Playster Career Development Chart in ADP**.

Career Development Paths



What to Wear

We want our employees to feel comfortable at work, so our dress code is relaxed, casual and informal.

Casual Dress Code Guidelines

Unfortunately, not all casual clothing is suitable for the office.

- Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests may not be appropriate, even in a casual office environment!
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Soiled clothing and poor hygiene are also unacceptable.





Office Cleanliness + Etiquette

Playster will provide a clean work environment, but encourages all employees to take an active role in helping maintain the cleanliness of our office.

When kitchen utensils, plates, cups, etc. are used, they should be placed in the dishwasher as soon as possible to avoid build-up in the sink.

Garbage should be disposed of in the designated bins. Individual garbage bins should be tucked underneath the desk and reserved for trash that doesn't diminish the quality of the work environment (i.e. do not use them for waste that smells, leaks, etc.).

If you bring in your own mug and leave it on your desk overnight, the cleaning staff will consider it dirty and will be washed with the company mugs and placed back in the kitchen cupboards. To avoid this you can put it in your filing cabinet if suggested if you wish to keep it for your use only.

Health & Safety

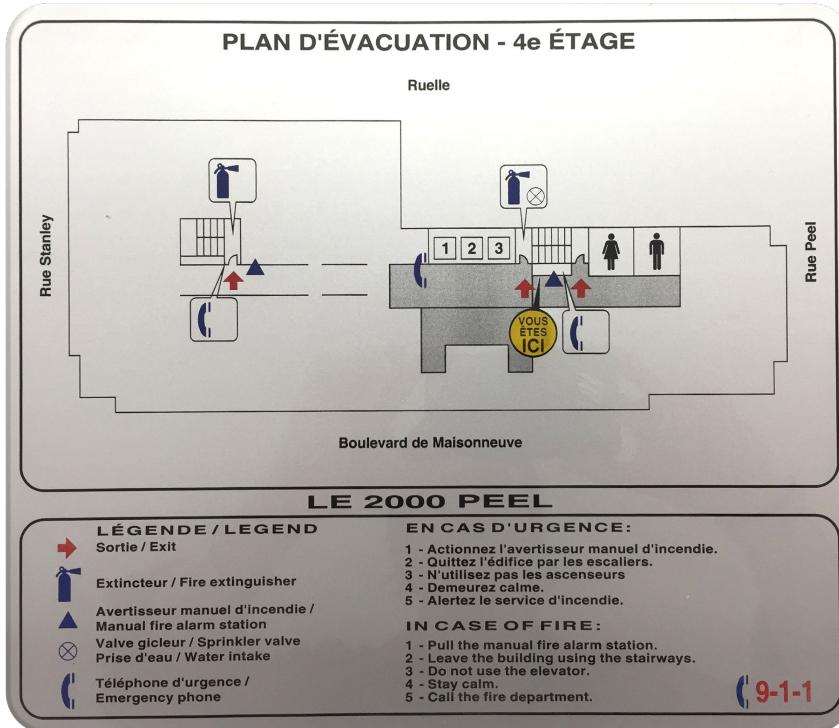
Fire Exits and Emergency Situations:

A map showing the location of all exits and fire extinguishers is available on the next slide.

Do not use the elevators during an emergency. We encourage calm and collected behaviour while moving toward the stairs, as well as when using fire extinguishers.



Health & Safety

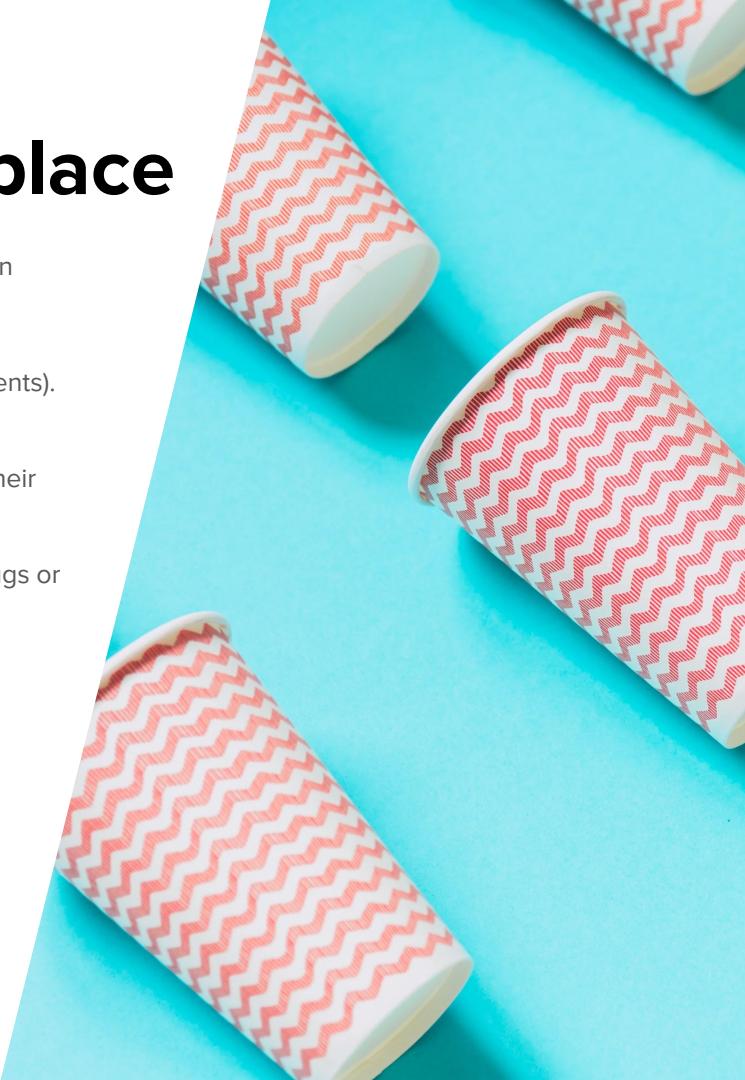


A Drug & Alcohol-Free Workplace

Playster **prohibits** the following activities and behaviours while on company property or on company business:

- Use and/or possession of alcohol (except when permitted at certain company events).
- Use and/or possession of illegal drugs.
- Use of drugs, including prescription drugs, or chemicals for anything other than their intended purpose or by anyone other than the person to whom it belongs.
- The purchase, sale, transfer, possession, manufacture or distribution of illegal drugs or chemicals.

Engaging in any of these activities will result in disciplinary action, up to and including termination.





Smoke Free Workplace

Consistent with its policy of providing a safe and healthy work environment for all employees, and as required by applicable law, Playster prohibits smoking in all company buildings and facilities and at all off-site activities sponsored by the company which take place indoors or in confined areas.

Smoking is permitted only in designated areas outside of the company's offices. Designated areas are found at or near building exits and are denoted by the presence of receptacles designed for the disposal of cigarette butts, which must be used by employees who choose to smoke.

Playster does not provide **“smoking breaks”**. Any employee who wants to smoke during the workday must do so during their scheduled breaks and meal period.

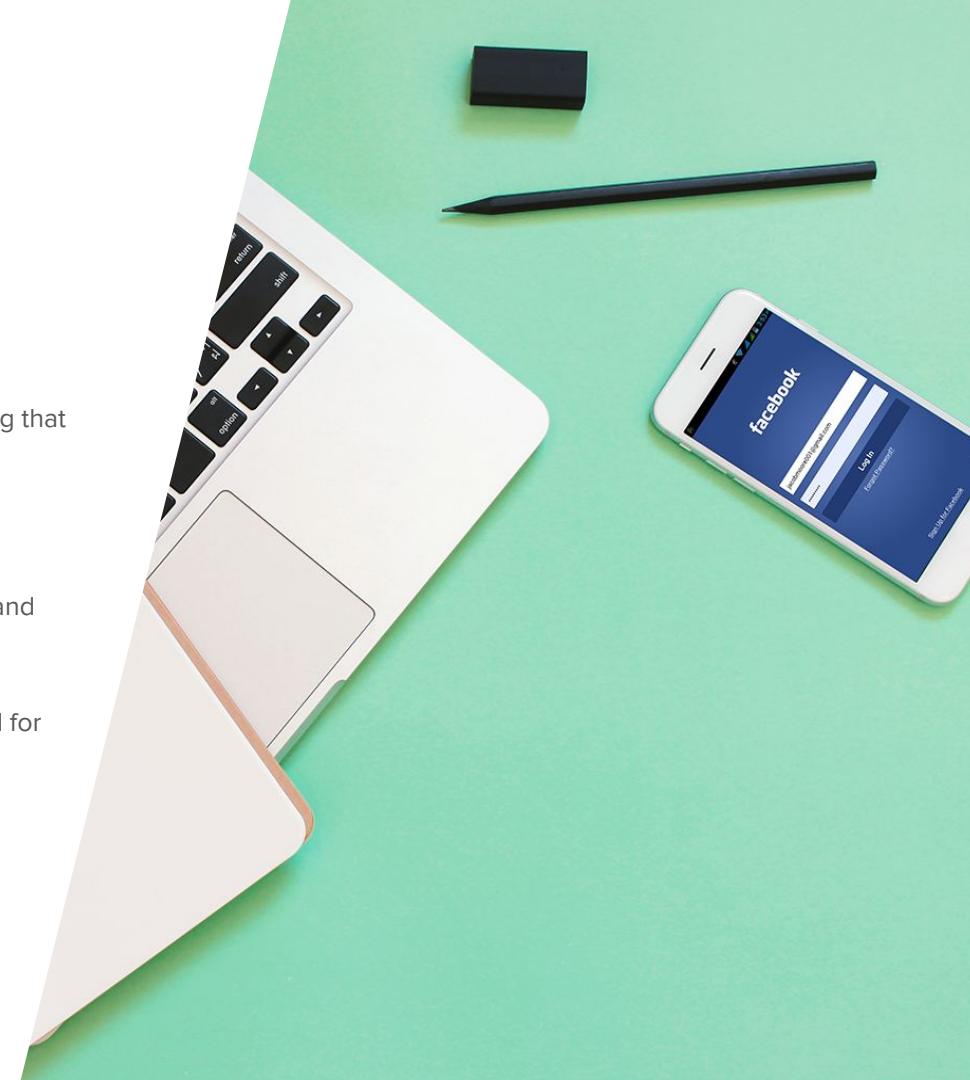
Some Not To Dos'...

Personal Conduct

Use of Social Media: Sharing information (including on social media) should be approached professionally and no confidential information should ever be made public. Confidential information includes anything that goes beyond your formal job description and our company name. Responsibilities, projects, internal initiatives etc. are all classified as confidential information.

Personal laptops are strictly prohibited in order to maintain security and confidentiality.

Personal projects are strictly prohibited at work. It is strictly prohibited for employees to work on personal side projects on company time.



Lastly, The Paperwork

Make sure to submit:

- Your **personal information** and a **pre-authorized debit form or cheque** for payroll
- **Signed employee contract agreement** (to be returned to HR on Day 1)
- **Signed federal and provincial tax forms** (to be returned by the end of your first week)
- **Completed Great West-Life enrollment** for (to be returned between week 1 and week 3)



Questions?

