

**ARISTOCRAT**



# PLAYBOOK



# CONTENTS

Introducing Power Plays.....	2
How to Access the Power Plays Platform.....	5
How to Send an eCard.....	7
How to Nominate Someone for an Award.....	9
The Recognition Wall.....	12
Your Personal Power Plays Account.....	14
Leader Information.....	19

## INTRODUCING POWER PLAYS

Power Plays is how we reward and recognise our people across the Aristocrat Group.

It gives you the opportunity to recognise people who are demonstrating our values, role modelling our behaviours and helping to achieve our shared mission of Bringing Joy to Life through the Power of Play.

Power Plays also aims to help us deliver on our 'talent unleashed' promise by creating memorable recognition moments and positive interactions across our diverse business.

# Our Values

Our values are relevant to all Aristocrat people, no matter where they work.

The following descriptors will help guide you on how to reward and recognise people who role model our values and behaviours.

## ALL ABOUT THE PLAYER



- Brings customers and players into every conversation and every decision
- Anticipates the future needs of customers by providing innovative solutions
- Always strives to deliver new benefits and deeper relationships with customers, and an outstanding experience for players

## TALENT UNLEASHED



- Takes ownership of personal development and open to new opportunities
- Works proactively and takes initiative to challenge the status quo
- Speaks up, asks the brave questions, and resolves problems quickly

## COLLECTIVE BRILLIANCE



- Demonstrates the ability to create value through collaboration
- Finds innovation and improvement opportunities in all that we do
- Builds strong relationships across groups, while supporting and encouraging others

## GOOD BUSINESS, GOOD CITIZEN



- Takes responsibility for doing the right thing
- Meets the highest standards of rigour and governance internally
- Role models ethical behavior in every discussion and decision

## Recognition Options

When you see our values in action, celebrate it!

You have the power to reward individuals or teams at any time with a Star Award or a personalised e-card; just to say thank you and well done.

For more significant recognition, you can also nominate individuals or teams to receive Gold, Silver or Bronze Awards. These awards convert into points which can be redeemed for a wide range of goods and services through the Power Plays platform.



## **Not sure when to send a moment of recognition?**

Check this Playbook for information on our values and the sorts of actions and impact we want to recognise in our business. If you're wondering whether to recognise someone's efforts, you probably should!

## **What can I do with my award?**

Bronze, Silver, Gold and Diamond awards all carry with them a monetary value. You can use the award value towards purchases of products available in the Power Plays platform.

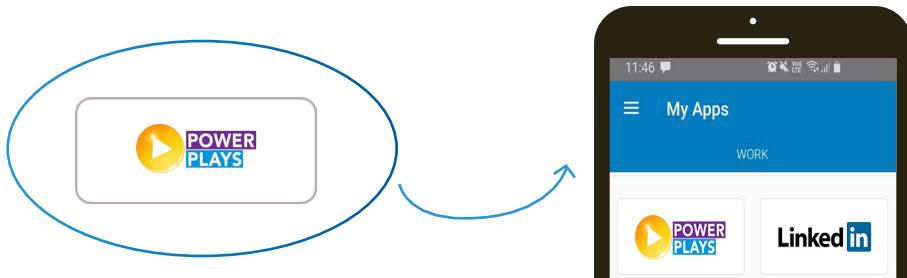
## **Who can access Power Plays?**

Power Plays is for all permanent employees across the Aristocrat Group.

# **HOW TO ACCESS THE POWER PLAYS PLATFORM**

Getting access is simple, just click the Power Plays tile on the intranet. You will be automatically taken into the platform through a single sign-on.

To access Power Plays from your mobile device, just open the Okta Mobile App and click on the Power Plays icon.



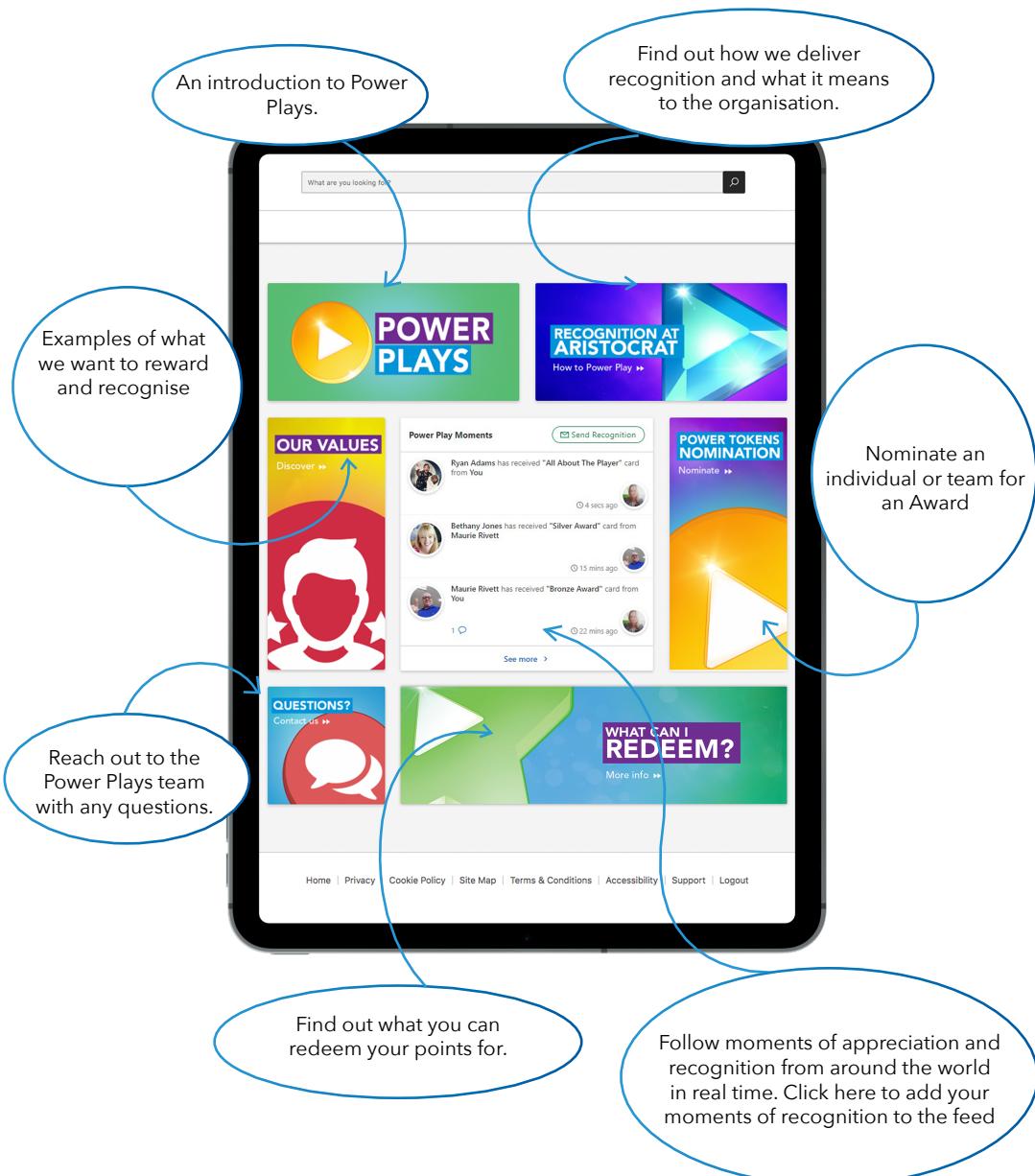
## **Getting Support**

 [powerplays@aristocrat.com](mailto:powerplays@aristocrat.com)

 [servicedesk@aristocrat.com](mailto:servicedesk@aristocrat.com) (Okta / sign in issues)

# Getting Around

Finding your way around Power Plays is easy. There's information on our values, recognition and rewards. There's also a people directory to connect you with colleagues who work across Aristocrat.



# HOW TO SEND AN ECARD

## For everyday recognition

You have the power to reward individuals or teams at any time with a Star Award or other personalised e-cards; just to say thank you and well done.

Choose from a range of eCards:

### Star Awards

For when a colleague has demonstrated exceptional work and embodied one of our company values.



### Values

- All About the Player
- Talent Unleashed
- Collective Brilliance
- Good Business, Good Citizen



### Greetings

- Congratulations
- Welcome to the team
- Great Teamwork
- Happy Anniversary
- All the best



# Sending an eCard is simple!

Once you log into Power Plays you will notice our social Recognition Wall. This is where you can send an eCard to another colleague, or team.

1. Type in your colleague's name. You can type several names to recognise a team.
2. Select the eCard that best fits the moment.
3. Type your personalised message of recognition.
4. Click Send!

Power Play Moments

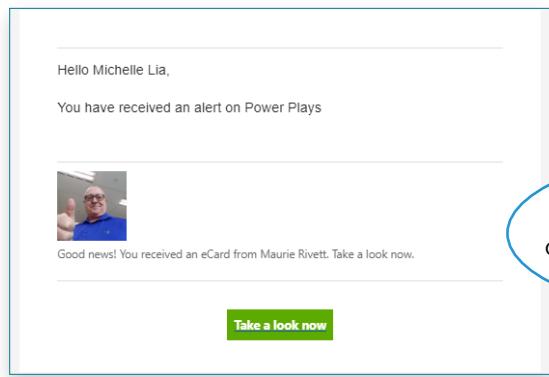
Ryan Adams has received "All About The Player" card from You Send Recognition

Bethany Jones has received "Silver Award" card from Maurie Rivett 4 secs ago

Maurie Rivett has received "Bronze Award" card from You 15 mins ago

1 22 mins ago

[See more >](#)



The recipient will be alerted and can open the eCard straight away!

If you elect to '**Send & Share**' the eCard will be added to the Recognition Wall where all colleagues can see it. If the moment is a little more personal, you can '**Send Privately**'. The eCard will not be posted to the wall, but will go to those you have acknowledged.

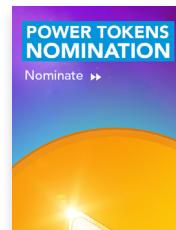
If your eCard is shared to the Wall, the relevant manager/s will also receive an alert to let them know that their team member/s have been recognised.

# HOW TO NOMINATE SOMEONE FOR AN AWARD



For more significant recognition, you can also nominate individuals or teams to receive Gold, Silver or Bronze Awards. These awards convert into points which can be redeemed for a wide range of goods and services through the Power Plays platform.

Sending a nomination is just as simple as sending an eCard. From the Power Plays home page select Power Token Nomination and then select Individual Nomination or Group Nomination.



## For Individual Nomination

1. Start typing your colleague's name and select it from the drop-down menu.
2. Select a value that matches the action you are recognising
3. Select a level of award, Gold, Silver or Bronze
4. Write your reason for nomination
5. Click Send!

## For Group Nomination

1. Start typing your colleagues' name and then select it from the drop-down menu. Add as many colleagues that you wish to recognise.
2. Select one of the eligible approvers from the drop-down menu.
3. Select a value that matches the action you are recognising.
4. Select a level of award, Gold, Silver or Bronze. If successful each nominee will receive this award and the points associated with it.
5. Write your reason for nomination
6. Click Send!

MAKE YOUR NOMINATION HERE: \* indicates a required field

Name: \*

Award: \*  
-- Select --  
Value Behaviour Demonstrated \*  
All About This Paper  
Collective Brilliance  
Good Business, Good Citizen  
 Team Unsung

Award Reason: \*

**There are three different levels of awards that you can nominate someone for.**



The **Bronze Award** has a modest points value (USD \$30-50). In general, you might nominate an individual or team for this level of recognition monthly. It's for those occasions when you feel that the behaviours and role-modelling deserves a bit more than a Star Award or personalised eCard.



The **Silver Award** has a moderate points value (USD \$60-100). This is the sort of Award you might reward every quarter or so, where individuals or teams are consistently role modelling our values and behaviours through delivering high performance.



The **Gold Award** has a high points value (USD \$90-\$150). As a rule of thumb, this is the sort of Award you might reward a couple of times a year. It's there for individuals and teams that have role modelled our values and behaviours to achieve something significant in their team.

There is also a Diamond Award, which is the most significant award at Aristocrat. This is given by our executive leadership team for truly incredible role modelling of our values behaviours through performance that has made a substantial impact on the business. These awards are not subject to nominations:



## Make your nomination count

You don't have to be a wordsmith to send a nomination.  
Just remember three simple things;

- **Action** - what is the action that you are recognising?
- **Value** - Which value/s does the behaviour relate best to?
- **Impact** - What was the impact for that action on you, your colleagues or the business overall?

### What happens when you send a nomination?

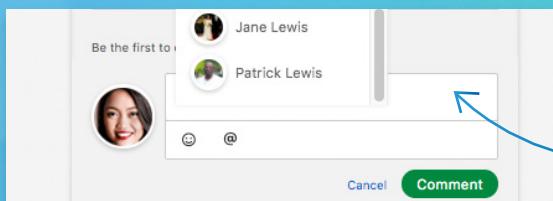
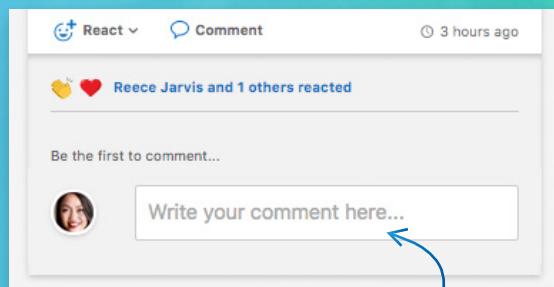
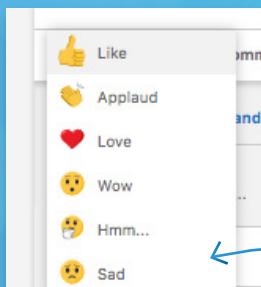
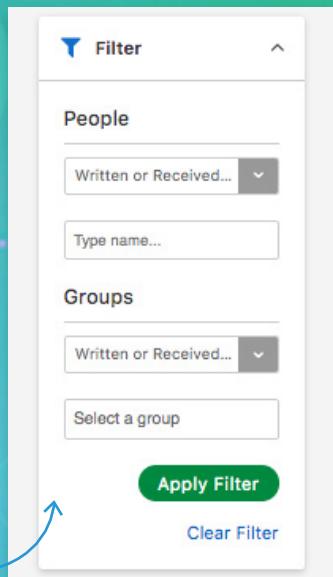
1. As soon as you click 'send' you will receive a confirmation on the screen.
2. Your nomination will then be sent to the nominees manager who will review it.
3. Once they approve the Award nomination in the platform, the nominee and person nominating them for the award will receive an email letting them know. The successful nomination will be posted to the Recognition Wall for rest of the organisation to see and the recipient will receive the award and the points.
4. They can use the points value immediately to redeem on one of the many items on Power Plays or you can accumulate them.
5. They do not expire.

# THE RECOGNITION WALL

We want recognition to be visible and social. That is why moments of recognition are posted to the Wall (unless you elect otherwise). You can visit the Wall any time. Scroll to see real-time recognition from across the business and help celebrate people in your team being recognized for amazing work.

## Looking for a location or team?

You can use the selectors on the left to filter the Wall to find specific groups and their recognition posts.



## You can share in the recognition moment in several ways.

- You can pick one of the 'like' options on someone's recognition
- You can add comments to someone's recognition such as "congratulations"
- And just by typing '@' before a colleague's name you can mention them in a comment and help share the moment.

## What if I don't want the moment shared on the Wall?

The sender, receiver and the program administrator can remove the eCard from the Wall by clicking on the little cog on the right. The eCard will still be in the recipient's inbox, but will no longer be visible to the rest of the organisation.

Also remember, even if an eCard is sent privately, program administrators can still access the content in reports, so please keep it friendly!

The screenshot shows the eCards application interface. On the left, there's a sidebar with a navigation menu:

- eCards Inbox
- My Account ▾
  - General Settings
  - Security Center
  - My Orders
  - eCards
  - My Awards
  - Communications Preferences

In the main area, there's a post from "Maurie Rivett" titled "Great Teamwork". The post includes a message of appreciation:

Michelle, you absolute Rockstar! Thank you so much for the assistance you gave me on project legend. It really helped me get it across the line in time for the meeting! Thank you again!

Viewed 1 hour ago

A blue curved arrow originates from the top right of the slide and points towards the cog icon on the right side of the post card.

# YOUR PERSONAL POWER PLAYS

## My Account

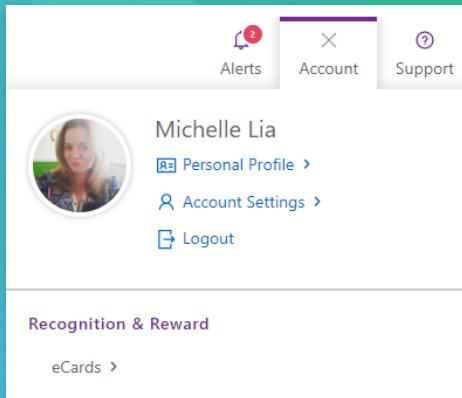
Every employee has their own My Account section on Power Plays. This allows you to track all of your awards, store your power tokens and update your alerts and communications from the platform.

The screenshot shows the 'My Account' page of the Power Plays platform. At the top, there's a navigation bar with links: Welcome to Power Plays, Our Values Behaviours, Recognition at Aristocrat (with a dropdown arrow), Your Aristocrat Benefits, and Contact Us. Below the navigation is a header with a user profile picture of Michelle Lia, her name, and a 'My Account' dropdown menu. The 'General Settings' option in the dropdown is highlighted with a purple background. To the right of the profile is a 'MY AWARDS' section featuring a trophy icon, a 'Claim Award' button, and a 'View All Awards' button. Further down are sections for 'Personal Details' (with a placeholder for updating details) and 'Contact Details' (listing address, home phone number, and mobile phone number). On the far left, there's a sidebar with links for eCards Inbox, My Account (with General Settings selected), Security Center, My Instant Cards, My Orders, eCards, My Awards, and Communications Preferences.

You can access My Account from the top right-hand corner of any page in Power Plays.

## Update Alerts and Comms

You can change what type of alerts you receive, how frequently, and for which activity.



## Alert Centre

In the top right corner of the platform you can find the Alert Centre. All activity such as comments, likes and mentions on the Recognition Wall, received eCards and Awards, manager alerts and reminders will appear in the Alert Centre. If you prefer to not receive email or browser notifications you will still be able to review all your activity when you log into Power Plays and visit the Alert Centre.

## My eCards

Here you can find all of your sent and received eCards and Star Awards.

## My Awards

Here you can find all of the Bronze, Silver, Gold and Diamond awards that you have received. From here you can check and use the balance of your awards to purchase products.

## My Instant Vouchers/My Instant eGift Cards

If you have redeemed your Power Plays tokens for one of the Instant Vouchers or Instant eGift Cards, these are stored on the platform for you to use when you want. You can open them and present them on your device when you want to use it in-store, or you can download and print if you prefer a physical copy of the voucher.

## Redeeming your award

You will receive an email letting you know you have received a Bronze, Silver or Gold Award. Simply click on the email link which will take you through to the My Award section. Here you can see who nominated you, for which company value and what level the award is.

You can choose to spend the value of the award straight away or you can save it to use later. There is no expiry date on your award.

You can come back to your My Award section any time and when you decide to use your award value, select 'Use Balance', pick the product you'd like, and the award value will be deducted from the balance.

### My Awards

[Use Balance](#)

GOLD AWARD		Award sent by <a href="#">Bethany Jones</a>
 150 PTS	<b>Award Reason:</b> You are so great	
	<b>Values Behaviours Demonstrated</b> Good Business, Good Citizen	
	<a href="#">View Less</a>	

If the product is less than the total value of your tokens, the balance will be there for next time. Not enough tokens for the product you want? You can use your personal credit card to supplement the cost. Your award balance will be shown as both Power Plays points and the equivalent monetary value that you can spend on your redemption.

## Redeem Award



Your R&R Balance is 30 POINTS (\$30)

# Profiles and People Directory

## Profiles

Make sure you colleagues know who you are by updating your Player Profile.

Go to your 'My Account' section and add information that lets your colleagues know who you are.

- Start with adding a picture
- Share which Department you're in
- Let people know the best way to contact you by adding your email and/or phone number
- Write a bio and let your peers know a little bit more about yourself.

Your profile will automatically show your team and who your manager is as well as share your recognition moments with the wider company. Visitors to a profile page can see the number of eCards sent and received and Power Tokens.

Michelle, and I joined Aristocrat in February 2019, as the Corporate Communications Manager in the Group Corporate Affairs team. The Group Corporate Affairs team is responsible for all Group Internal Communications, Group Website, Brand Positioning and Brand Governance, Media Relations, Reputation Management, CSR, and Responsible Gaming.

In my role, I am responsible for executing communication and corporate affairs priorities across Aristocrat's global business, including major Group projects. Michelle can provide guidance on communications strategy and plans to ensure your communication gets the right cut-through to achieve its goals and purpose. For any questions about global communication, or our employee newsletter, please feel free to reach out.

I recently worked on the global launch of our Power Plays platform to all Aristocrat employees.

Personally, I enjoy wine, essential oils, Netflix, walking my dog Jack, and spending time relaxing with my husband, 11-year-old son "DJ".

## People Directory

Through the People Directory, employees are able to search and find a colleague from the right location in the right department, making it easier to facilitate communication and moments of recognition.



Reports to



**Ryan Adams**  
Client Service

Manages (4)



**Michelle Lia**  
Client Success,  
Perth



**Bethany Jones**  
Client Success,  
Sydney



Maurie Rivett

[Send recognition](#)



Michelle Lia

[Send recognition](#)



Jiten Patel

[Send recognition](#)



Mark Perrelli

[Send recognition](#)

18

# LEADER INFORMATION

## Approving a nomination

As a leader, from December, you will see your annual budget for awards. When someone in your team is nominated by a colleague for an award you will receive a notification via email letting you know that there is a pending nomination for you to review and action.

New      Nomination history

### WORKING WITH NOMINATIONS

All nominations for Make a nomination are shown below. You can approve or reject each nomination individually, or make changes such as selecting a different award type.

Your balance is updated in real-time, and you can continue to approve awards as long as you have sufficient funds to do so.

When you make a decision on a nomination, the nominator and nominee will both be informed of the outcome immediately by email – unless you've chosen to use a different communication method.

#### NOMINATIONS (1)

[Export Nominations](#)

##### QUICK SEARCH

<input type="checkbox"/>	ID	NOMINEE	AWARD	ISSUE DATE	NOMINATOR	<a href="#">view actions</a>
<input checked="" type="checkbox"/>	3292933	Katie Thomas	Bronze 16 values	13/09/2019	Olivia Collins	<a href="#">view actions</a>

##### VALUES BEHAVIOURS DEMONSTRATED

Collective Brilliance

##### AWARD REASON:

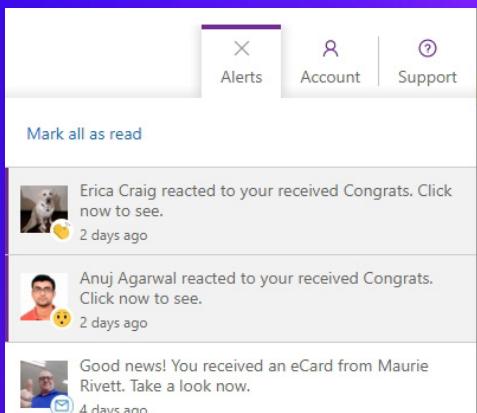
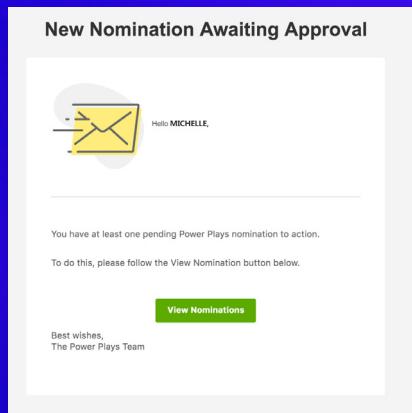
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam nisl ligula, gravida ac lorem sed, semper bibendum arcu. Duis justo felis, hendrerit eget dictum sed, dictum eu tortor. Cras at mi pretium, mollis mauris tincidunt, auctor risus. Aliquam varius tortor risus, id blandit odio tempus vel. Vestibulum pharetra viverra dignissim. Donec bibendum sodales pellentesque. Duis arcu felis, consequat ac dolor nec, placerat pretium arcu. Aliquam iaculis posuere vehicula. Praesent faucibus quam at consequat bibendum. Etiam quis mauris augue. Interdum et malesuada fames ac ante ipsum primis in faucibus. Aenean commodo metus ex, nec consectetur mi consequatur vitae. Donec eros enim, sollicitudin id odio ac, scelerisque facilisis mi.

##### ALL NOMINEES

Katie Thomas [Remove nominee](#)

Approve Reject

You can click on the link in the email which will take you through to the manager section of the platform. From there you can view the nomination and decide if the nomination should be approved, rejected or if the value of the award should be changed.



If you think that the nomination is well supported and that the value of the award is appropriate then you can approve it! The recipient will receive the award immediately and the award will be posted to the recognition wall for the organisation to see.

If you think the nomination is well supported but the value of the award might be too high or too low, then you can adjust the value. Once approved, the award with the approved value will be displayed on the Recognition Wall.

If you think that action that has been nominated does not fit the criteria described for any of the Awards you can opt to reject it. You can advise the nominator that a Star Award or other eCards might be a more appropriate way to recognise their peer.

When you are considering the award you are also able to add your own comments. If approved this comment will be visible on the recognition wall as well.

# The Approval Page

In the approval section, you can see all of the nominations for members of your team. You are able to review and action all of the pending approvals. If you want to reflect on the performance of your team or refer to their moments of recognition during a review, you can access all of your previous approvals under Approval History.

New      Nomination history

Here you'll find all of the previous nominations that have ever passed through your Make a nomination. If you know what you're looking for search by name, status or date below.

Export Nominations

Search by name

All Nominations    Search

ID	NOMINEE	AWARD	LAST MODIFIED DATE	NOMINATOR	STATUS
3292940	Michelle Lia	Bronze	13/09/2019	Bethany Jones	Accepted    view more

## Leader Tip:

Don't leave approvals for too long. The best recognition is immediate recognition. It ensures that the recipient understands exactly what is being recognised and makes the moment more meaningful. Try to action the approval on the same day you receive the nomination.

## Leader Alerts

We know you are busy so we want to make recognition easy for you as a Manager. Power Plays will send you alerts and reminders so you can stay on top of all of the moments of recognition that your team receive.

We will send you an alert:

- If a direct report has an upcoming anniversary. You'll receive an alert (see below) one week before, and on the day of their anniversary.



It's Ryan James' Anniversary in one week. Help them celebrate by recognising this milestone!

- You haven't sent any recognition moments throughout the week.



You haven't sent anyone recognition this week. Send some now and make someone's day!

- If you have a pending nomination that you need to action.

#### New Nomination Awaiting Approval



Hello MICHELLE,

You have at least one pending Power Plays nomination to action.

To do this, please follow the View Nomination button below.

[View Nominations](#)

Best wishes,  
The Power Plays Team

- If a direct report has received a moment of recognition from someone in the organisation.



Ryan James has received recognition, click here to see it now

These alerts help you recognise milestones and adopt a practice of continuous recognition.