

# YOUR GUIDE TO THE APPLAUSE JOURNEY

Applause is Pact Group's award winning employee reward and recognition program that acknowledges and celebrates innovation.

Applause is designed to recognise individuals from all parts of the business, encourage them to voice their great ideas and, provide the necessary resources to embed those ideas into the wider business.

Each site has been allocated an 'Applause Champion'. Their name features on your site's noticeboard. They will be full of all sorts of useful Applause information and can answer any questions you may have and assist you to enter a nomination should you need help. This document provides you with a full run down of how the program works – from how to nominate, the judging process and, the prizes on offer!



Applause  
AWARDS

## SUBMITTING AN IDEA TO THE APPLAUSE PROGRAM IS EASY

There are 3 entry options:

1. Enter online at [www.pactgroup.com.au/applause.php](http://www.pactgroup.com.au/applause.php)
2. Complete a pre-paid postcard nomination form (that are available at your site) and post it
3. Chat to your sites' 'Applause Champion'

Nominations can come from anywhere

### Nomination Types

There are no ideas or achievements that are too big or too small so we want to hear about **all** of them! An idea could be for a new process, product or program – there are a few different types of entries:

#### 1. Self Nomination

Send us a nomination outlining your own idea.

#### 2. Peer-to-Peer Nomination

If you know a colleague that has a great idea, nominate them and their idea.

#### 3. Peer-to-Peer Recognition

If you know a colleague that should be recognised for going above and beyond the call of duty, nominate them and outline their achievement.

There's no limit on how many ideas or nominations you can send in so, even if your idea doesn't progress, we encourage you to keep nominating!

Once a nomination has been received by the Applause Committee, you will receive a letter to let you know that your nomination has entered the judging process.

The nomination categories are aligned with our company values:

- Driving Brilliance**  
We are passionate about driving results.
- Customer Lovin'**  
We walk in our customers' shoes to serve them better.
- Transformational Change**  
We pursue opportunities for transformational change.
- Speed + Purpose**  
We act with speed and purpose.
- Sustainability + Respect**  
We are committed to sustainability and providing an honest, respectful environment.

## THE JUDGING PROCESS

All nominations are reviewed by the Applause Judging Panel, which is made up of senior people from within the business. There are 3 rounds of judging per year, where nominations are reviewed and assessed against a range of criteria.

The judges will decide if your nomination

- Will progress to the next round
- Will receive recognition but will not progress to the next round
- Does not meet the criteria and will not be awarded or progressed

After each round of judging, you will receive a letter to notify you about the current status of your nomination so that you're completely informed about where you are in your Applause journey.

### Judging Round 1

In round one of judging, the judges assess all nominations against a set of criteria to decide which ideas will progress to the next stages. This happens 3 times throughout the year, so if you miss the first round, you still have time to enter.

Should you enter a nomination after the last round of judging from the previous year, your idea will automatically go into next years' program.

After the judging meeting, you will receive a letter to let you know which of the following categories the nomination fits into:

- Your idea will continue in the Program. These ideas will be awarded \$100 sent with a letter and certificate from Ruffy, and will progress to Silver status for further consideration in the next round of judging.
- You have been nominated as an outstanding staff member who has gone beyond the call of duty, and will be awarded a one-off prize of \$100 and a letter from Ruffy
- Your submission does not meet the criteria of the Applause Program and will not be moving forward in the program

### Judging Round 2

All winning Silver ideas go into another round of judging. If your idea meets the judging criteria you may be asked to provide extra information to support your nomination. This is a great opportunity to really showcase your idea and progress it to Gold status where you could win \$500! There are three possible outcomes at this point:

- The judges decide the original entry has sufficient information and will progress to the next round for Gold assessment.
- The judges may decide they need more information to make an informed decision about the idea. In this instance, a Gold pro-forma will be sent to the nominee asking for more details about the idea. This is the nominees' opportunity to really impress the judges with their work. This is a turning point in the Program and nominees are encouraged to take this opportunity to showcase their idea.
- On reassessment, the judges may decide that the idea will not progress any further.



### Judging Round 3

In round 3 judging, the judges reassess the additional information you've submitted and decide who will win Gold and receive \$500. More importantly, if you are named a Gold winner you may also become a Platinum finalist!

All the Gold pro-formas and ideas are again considered by the judges. At this point, judges assess the idea against a range of criteria, including the potential for revenue generation, cost savings, capacity to be rolled out, and if it encourages collaboration across the business. There are three possible outcomes:

- Congratulations – the idea is great, the execution is impressive and the submission is progressing through to the final Platinum round! You will be awarded \$500 and assigned a mentor who will support you to grow and evolve your idea so it can become a reality within the business.
- The idea doesn't meet the criteria for Platinum finalists, but the judges are impressed with the time, effort and the thought process of the submission. The idea will not be progressing to the Platinum stage but will be awarded \$500 for the effort to get to this stage.
- The idea doesn't reach the criteria to become a Platinum finalist and the nomination will not be moving forward.

### Platinum Finalists

You're a Platinum finalist – give yourself a hand!

As a Platinum Finalist, you will work with your mentor to maximise your ideas' potential and the Applause Committee will ensure that you're on track and receiving the best support. You will need to document your journey and development to present to the judging panel so they can make the final decision on who will be this years' Applause Platinum winner. This will be announced at the annual Applause Gala Night of Nights in November! This is where things start to get really exciting for the finalists, with each finalist:

- Flown to Melbourne with their partner and and treated to two nights' accommodation.
- Treated to a day of pampering and sight-seeing in Melbourne.
- Attending the Night of Nights to celebrate the Platinum finalists and the Applause Program.

### The Final Result

The final results are announced at the Applause Night of Nights dinner with Platinum Finalists rewarded for their work. The overall Platinum Winner is named and becomes the face of the Applause Program, continuing to work on their idea with the full support of the business.

