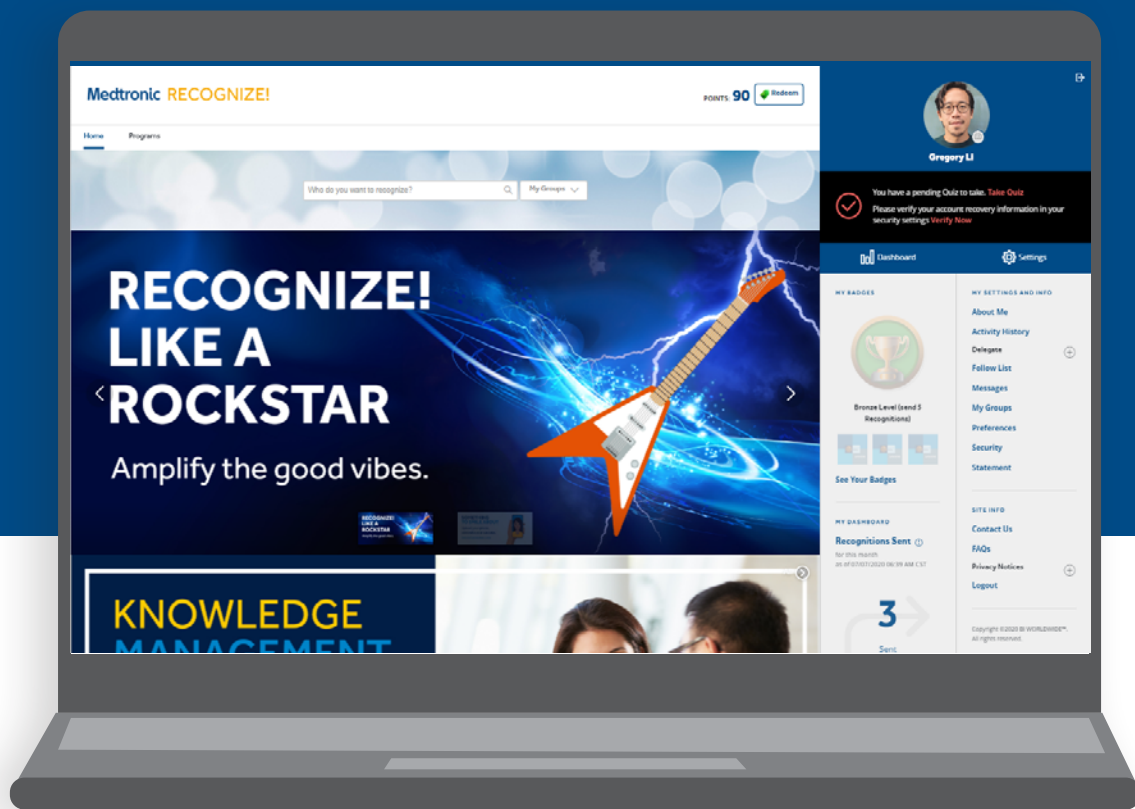


Medtronic

RECOGNIZE! EMPLOYEE GUIDE

For you, your colleagues, and our Mission



Recognize! is a program that easily allows managers and employees to call attention to, show appreciation for, and reward each other's accomplishments. It not only brings us closer to our teams, but with our Medtronic colleagues around the world — uniting us and inspiring us to keep working to fulfill our Mission.

Recognition is part of Tenet 5 of our Mission

To recognize the personal worth of all employees by providing an employment framework that allows personal satisfaction in work accomplished, security, advancement opportunity, and means to share in the company's success.

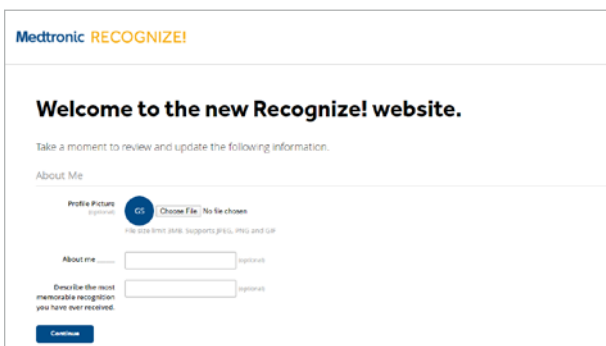
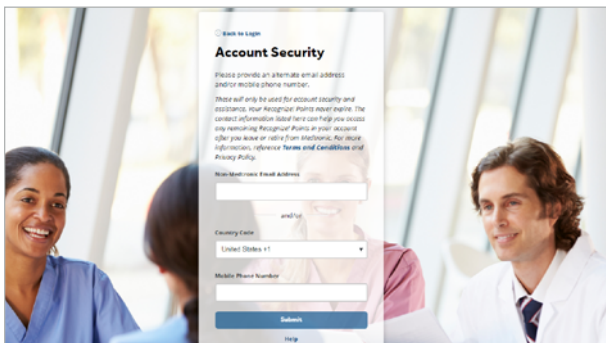
Recognizing the Medtronic Mindset

For some recognitions, you'll be asked to select a Medtronic Mindset your colleague demonstrated. Our Medtronic Mindset outlines the actions and behaviors that all employees must develop and demonstrate in pursuit of our Mission.

The Medtronic Mindset is: Act boldly, Compete to win, Move with speed and decisiveness, Foster belonging, and Deliver results...the right way.

ACTIVATING YOUR ACCOUNT

Steps to take when first logging in.



The first time you go to the Recognize! site you'll need to activate your account.

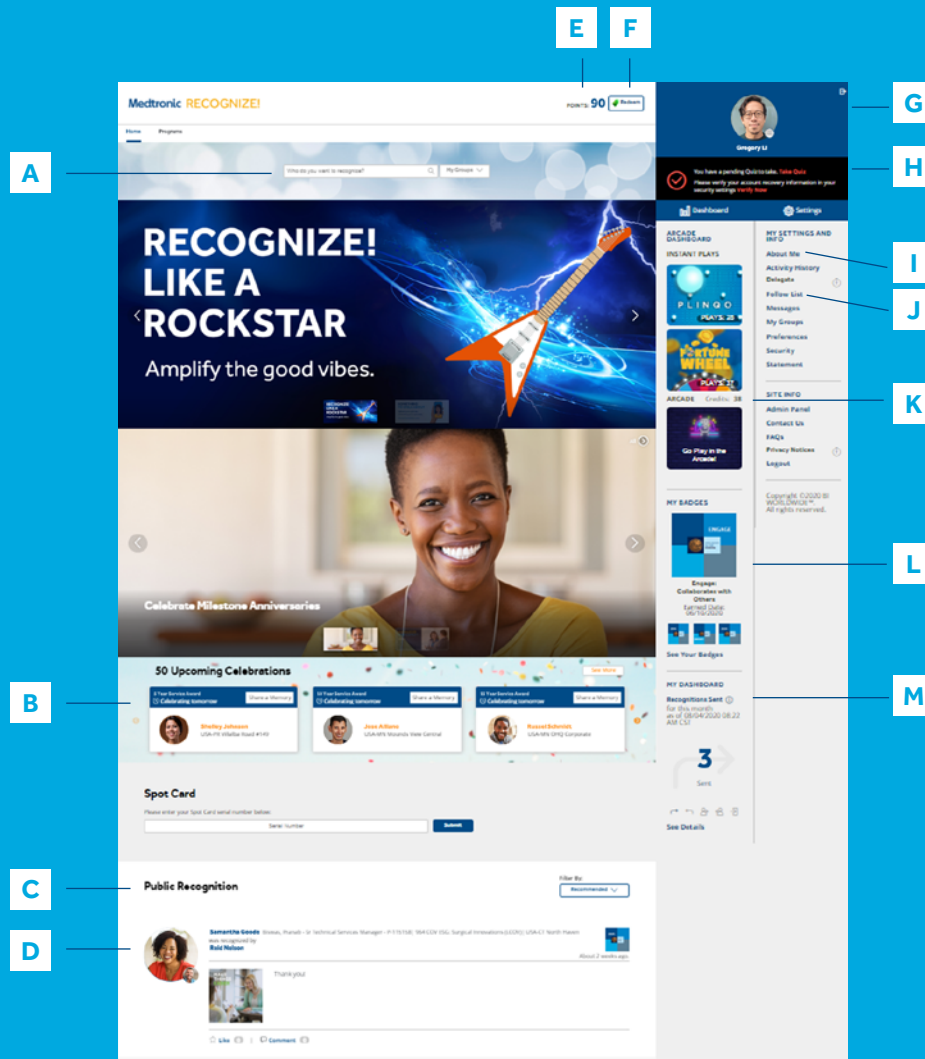
1. Go to **recognize.medtronic.com** on your computer or mobile device.
2. Enter your **Medtronic network ID** and **password**. Returning users will be prompted to select their account from a modal pop-up window and continue with the single-sign-on process.
3. Enter your **personal email** or **phone number**. This ensures you'll have access to your Recognize! Points if you leave Medtronic.
4. Update your profile image.
5. Update the **About Me** section.

Now you're ready to start making someone's day.

Note: After providing a personal email or phone number, you'll be asked to verify that information. Check your **Alerts** on the Recognize! home page to complete the process.

RECOGNIZE! HOMEPAGE OVERVIEW

Just look at all you can do with Recognize!



- A – **Quickly recognize** a colleague. Simply start typing their name here to find them.
- B – See upcoming **Service Anniversary Celebrations** and share a personal message or just a quick virtual high-five.
- C – Browse the **Public Recognition** feed to see featured employee recognitions.
- D – **Like or add comments** on the Public Recognition feed.
- E – Review your **Recognize! Points balance** and redemptions.
- F – **Redeem** your Recognize! Points for rewards.
- G – View, and **edit your profile**.
- H – **Alerts** are items or actions needing your attention such as a quiz that should be completed or an upcoming Service Anniversary Celebration you have been invited to.
- I – Complete **About Me** questions to share your recognition preferences.
- J – **Follow** your Medtronic friends and colleagues to ensure you see their recognition and don't miss their Service Anniversary Celebrations.
- K – Go to the **Game Arcade** to redeem Game Play credits for Recognize! Points.
- L – **Earn badges** for receiving Recognize! eCards and sending recognition to colleagues.
- M – **My Dashboard** gives you a snapshot of your Recognize! activity.

PROGRAMS

There are plenty of reasons and ways to Recognize! your colleagues. And get recognized by them.

Special Occasions

You can recognize colleagues for personal milestones like birthdays and weddings, as well as cultural celebrations and holidays.

Recognize! eCards

When you see a colleague helping us achieve our Mission, demonstrating the Medtronic Mindset, or reaching an important goal, let them know with a special eCard.

Recognize! Points

Think of Recognize! Points as the “awards currency”. There are a number of ways to earn them, including being recognized by your Manager and Medtronic leadership for working towards our Mission.

Recognize! Cash

Managers can also acknowledge an employee’s contributions and accomplishments with cash rewards through Recognize! These awards will be reflected in a future paycheck. Visit **hr.medtronic.com** or the Resources tab on Recognize! to learn when a cash award will be reflected on your paycheck.

Digital Badges

When you give or receive recognition, you can earn badges. The more you recognize, the more badges you earn.

Spot Cards

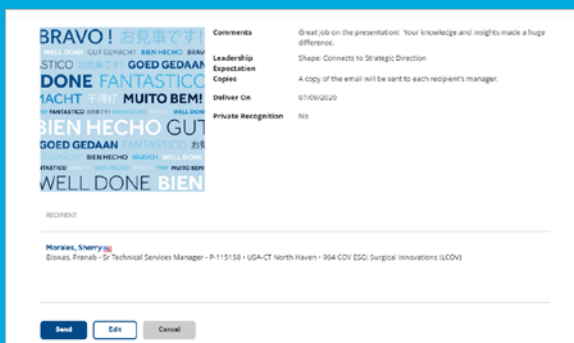
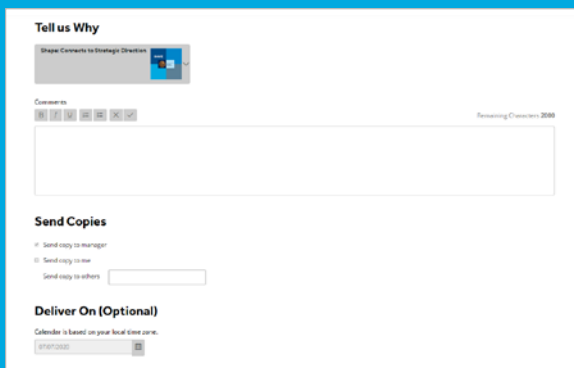
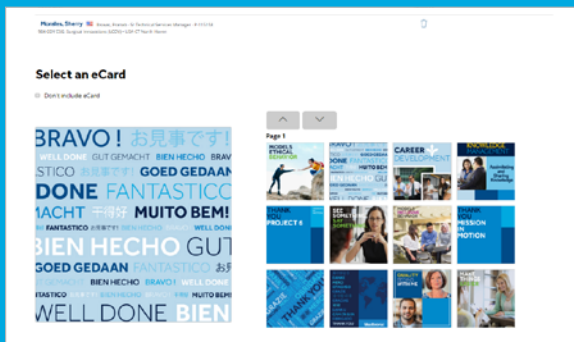
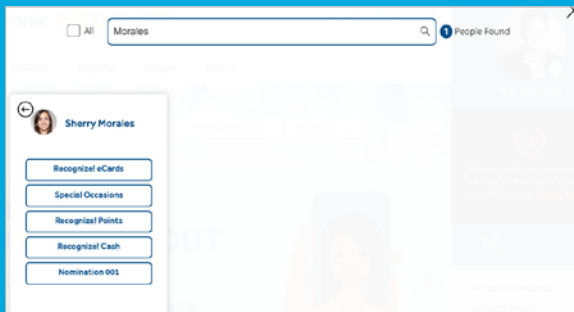
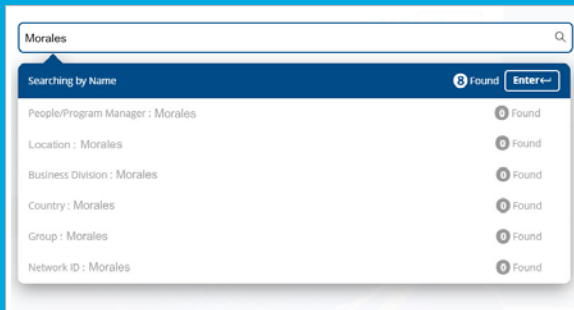
Your manager may also give you a Spot Card loaded with Recognize! Points. You can redeem it on the home page — look for **Spot Cards** (below **Service Anniversary Celebrations**).

Service Anniversaries

Recognize your colleagues for their service anniversary milestones. See page 8 for more details.

HOW TO SEND RECOGNITION

1. Enter the name of the colleague(s) you want to acknowledge. There's no limit on the number of people you can include. Want to recognize more than one person with the same eCard and message? Click the check mark on the first recipient, then begin searching for the others you wish to add.
2. Select **Recognize** and select the program you'd like to use such as Special Occasions or Recognize! eCards. Only programs for which the recipient is eligible will appear.
3. Choose an eCard and the Medtronic Mindset you are highlighting. Add a personal note to make it extra impactful. Your recognition will appear on the Public Recognition feed by default. To keep this recognition private, ensure you select the **Make This Recognition Private** box.
4. Select **Preview** and, if everything looks right, click **Send**.



PSSST WANT SOME INSIDE TIPS?

■ Create a group

If you recognize the same team of people often, such as peers, a project team, or an Employee Resource Group (ERG), create a group. Select **My Groups** from the home page. Name your group, add members, and save. When you return, find the group name under **My Groups** and start recognizing faster than ever.

■ Make custom eCards

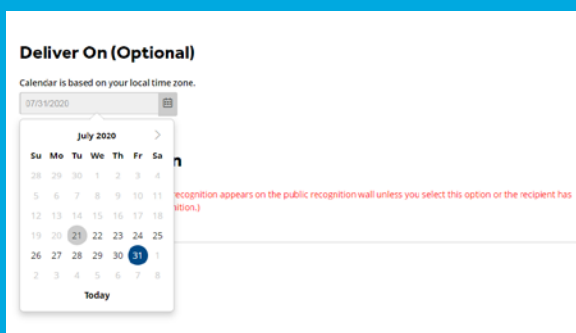
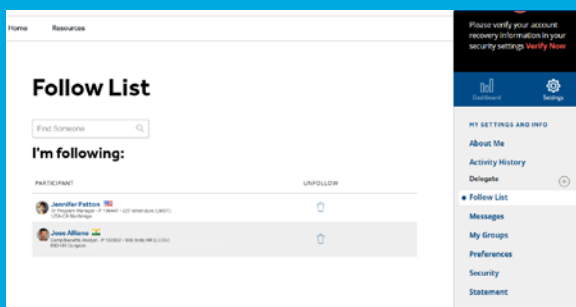
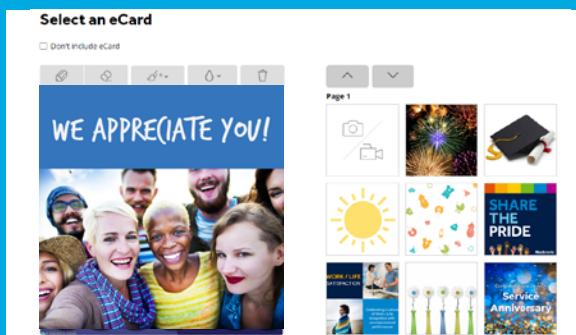
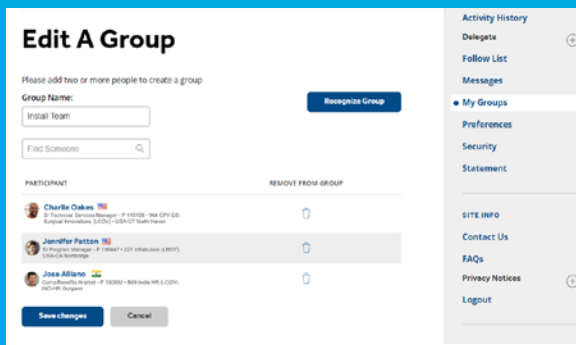
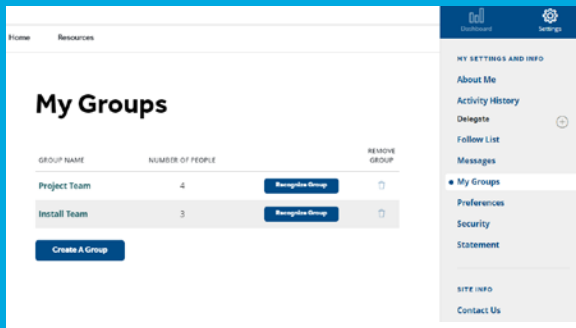
Upload photos and videos from your computer or mobile device and add them to an eCard for a personal touch.

■ Follow people

To view ongoing recognition, create a Follow List that features your friends or other cross-functional colleagues.

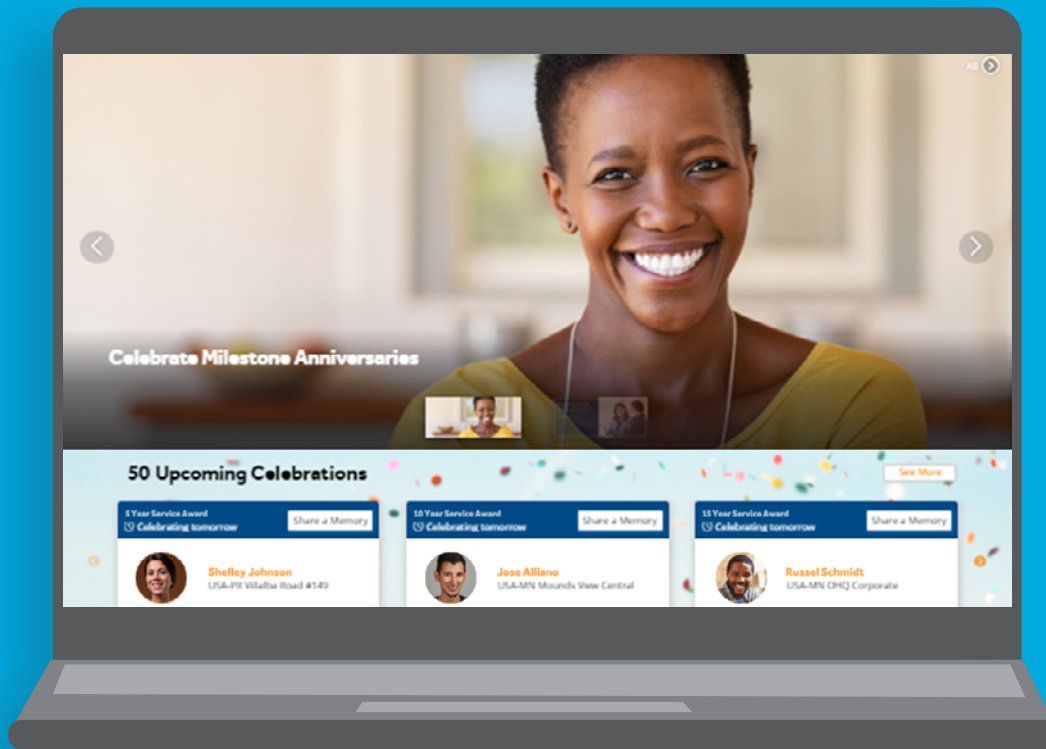
■ Schedule for later

You can set the date you want your recognition to be sent.



SERVICE ANNIVERSARIES

Dedication has its rewards.

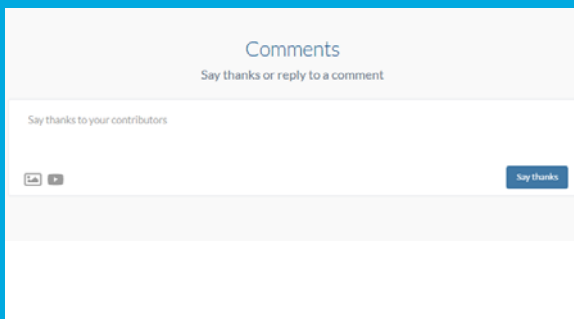
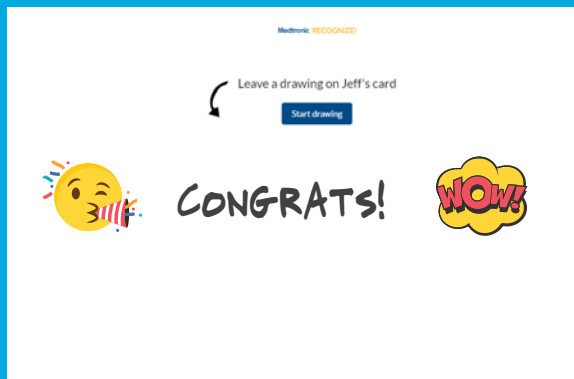
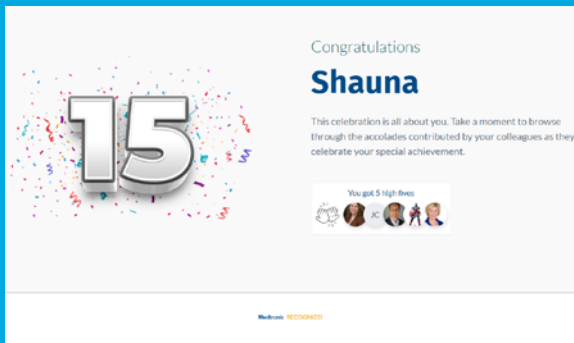
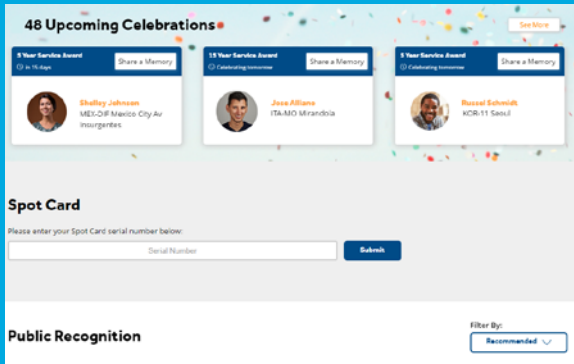


It's always an occasion for celebration when an employee reaches a work anniversary milestone. At Medtronic, employees receive the following:

- **1 year:** A postcard mailed to your home
- **3 years:** A blanket shipped to your home
- **5 years:** Recognize! Points, your own Celebrations page, and a Medtronic lapel pin or badge holder. Be sure to select your lapel pin or badge holder on Recognize! from your **Alerts** by the end of the month following your anniversary. If no gift is selected, a badge holder will automatically be mailed to your home. Should you leave Medtronic without selecting a gift, a lapel pin will be mailed to your home.
- **Every 5 years after:** Similar to the 5-year anniversary, but the amount of Recognize! Points goes up.

Visit hr.medtronic.com and submit a question to **AskHR** if you have questions about a service anniversary gift you have not received.

Please note that due to local regulations, employees in certain countries may have a different Service Anniversary experience.



CELEBRATIONS PAGE

When you reach major milestones of 5, 10, or even 50 years of service, you'll get your own personal Celebrations page. Your colleagues can post photos, videos, handwritten congratulatory messages, and more.

Upcoming Celebrations are visible on the Recognize! home page. It's quick and easy to contribute and it makes your coworkers feel valued and appreciated. You don't need to be invited, but you can invite others to make sure they see it.

Choose how you participate on a Celebrations page:

- Add a personalized message, photo, or video
- Comment on others' contributions
- Add a sticker, decal, or hand-drawn art to the recipient's public card
- Give a High Five. Click on the button to give them a virtual 'high five'
- A combination of any or all of the above

The Celebrations page will be delivered to the recipient on their anniversary date.

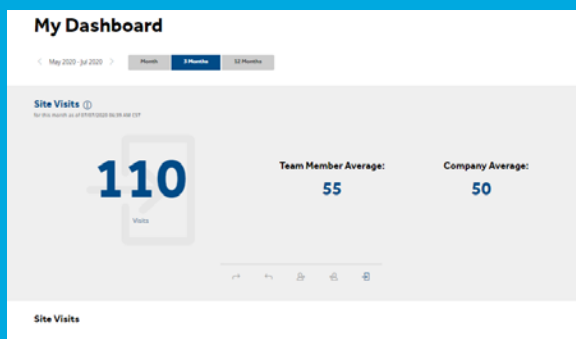
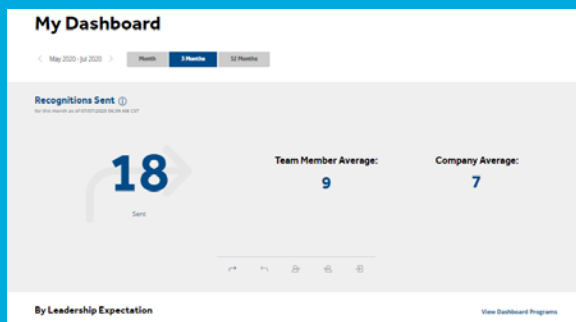
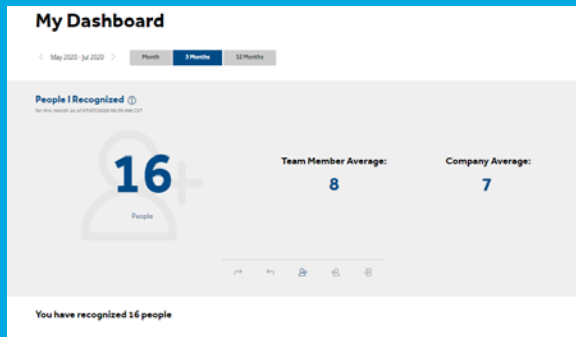
What to expect on your own Celebrations page:

- In addition to seeing messages, photos, stickers, and hand-drawn notes from your colleagues you'll see the "Year That Was" – fun facts from the year you were hired
- You'll be able to save and/or print your Celebration page to enjoy it as long as you like
- Remember to say thanks to your colleagues who contributed. Enter a message at the bottom of your page and click "Say thanks" to email your message to everyone who contributed

Remember to celebrate non-milestone anniversaries by sending Special Occasions eCards to your colleagues.

MY DASHBOARD

Your data command center for all things Recognize!



MY DASHBOARD

It is a great way to see how you're taking advantage of the many features of Recognize! A preview of your dashboard appears on the home page. Click **See Details** for more.

■ Recognitions Sent

The count of recognitions you sent by Medtronic Mindset, your team's average, and the average across all of Medtronic

■ Recognitions Received

The count of recognitions you received by Medtronic Mindset, your team's average, and the average across all of Medtronic

■ People I Recognized

Your team's average and the average across all of Medtronic

■ People Recognizing Me

Your team's average and the average across all of Medtronic

■ Logins

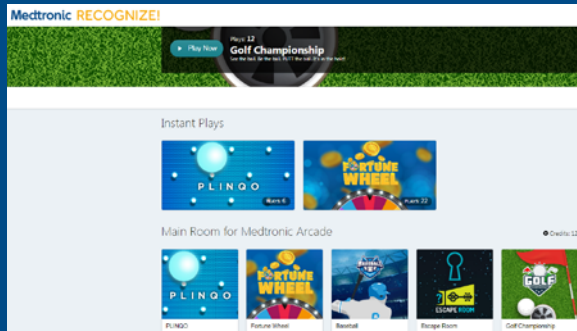
When you've logged in to Recognize! and how you compare to your team and all of Medtronic

■ See data

over the past month, quarter, and year

GAME ARCADE

Earning Recognize! Points has never been so much fun



The Game Arcade has a variety of quick and easy games to play that reveal a reward of Recognize! Points.

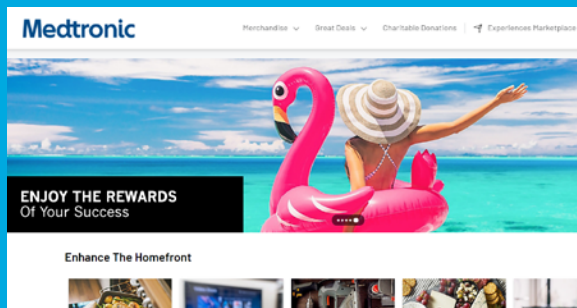
You can earn opportunities to play in the Game Arcade for things like completing a quiz. These might be Instant Plays for a specific game or Game Credits that let you choose the game you want to play.

The best part is, every play is a winner!

Watch your **Alerts** to see when you've been issued an Instant Play, Game Credit, or when you have an opportunity to earn them.

REDEEMING YOUR RECOGNIZE! POINTS

How and when you redeem your Points is up to you



How about redeeming them for merchandise, tickets for sporting events and performances, movies, music, or even make charitable contributions?

You can spend them right away or accumulate Points for larger purchases. About the only thing you can't do with Recognize! Points is redeem them for cash.

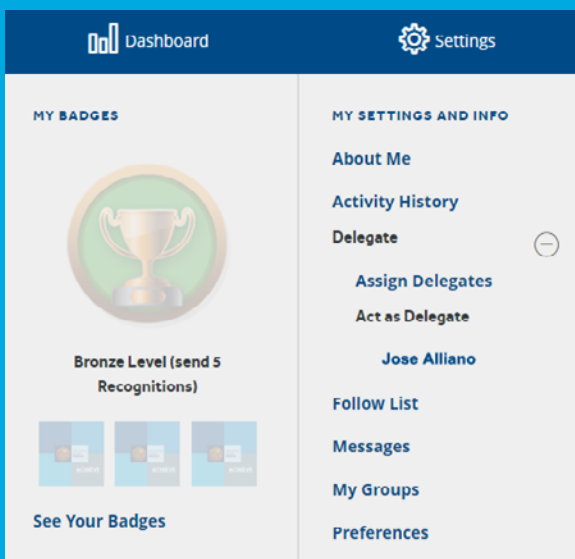
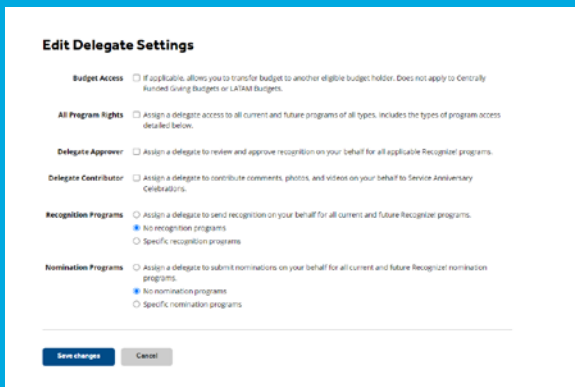
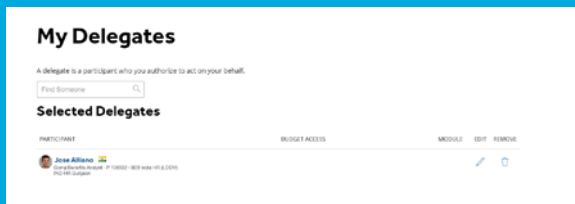
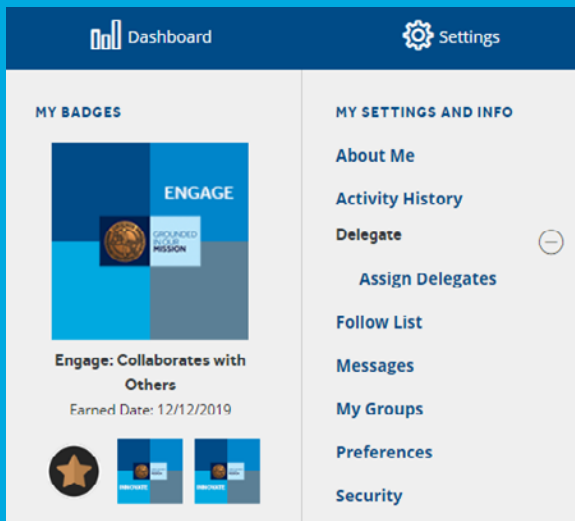
Please note that the number of Points needed for an item includes any applicable sales tax, fees, and shipping charges.

Recognize! Points are taxable and the value is reflected on your paycheck at the time of issuance.* When possible, Medtronic offers a tax assist to help offset the tax employees pay. The value reflected on your paycheck and tax assist varies by country.

Want to see your options?

Just go to recognize.medtronic.com and click on **Redeem** to browse available merchandise and experiences. What's available is always changing and expanding, so check back frequently.

*Visit hr.medtronic.com for more details or **AskHR** about specific details.



DELEGATE ACCESS

You can assign another employee with Recognize! access to act on your behalf within Recognize! The activities you can delegate to others depends on your role as a manager or individual contributor.

Assigning a Delegate

1. Under **Settings**, select **Delegates**, then Assign Delegates.
2. From the **My Delegates** page, search for your delegate. Click **Done Adding** when finished searching.
3. To update which activities you'd like to delegate, select **Edit**.
4. Select specific access rights and then click on the **Save Changes** button:
 - a. **Budget Access:** Allows you to transfer budget to another eligible budget holder. Does not apply to Centrally Funded Giving Budgets or LATAM Budget.
 - b. **All Program Rights:** Assign a delegate access to all current and future programs of all types.
 - c. **Delegate Approver and Contributor:** Assign a delegate to review and approve recognition or contribute to Celebrations on your behalf.
 - d. **Recognition and Nomination Programs:** Assign delegates to send recognition and submit nominations on your behalf.
5. The **Selected Delegates** table will update with chosen information. Click **Save changes**. The Selected Delegates table will update with chosen information.

Acting as a Delegate

Delegates cannot access your Recognize! statement, view your activity history, or redeem your Recognize! Points. Assigning a delegate to act on your behalf in Recognize! does not change their access to reporting. Individual contributors can be assigned delegate access to act on behalf of people managers. You cannot assign yourself as a delegate for someone else.

1. Once you have been assigned as a Delegate, find the name of the person you have access rights for under **Act as Delegate** within the Settings menu.
2. Click the name of the person you wish to act as. With delegate access, your movement through Recognize! will be restricted to only the areas which you've been granted access.
3. Any activity you perform as a delegate will be indicated in reporting.
4. Click **return to my account** to resume activity in Recognize! as yourself.