

{CODE  LATH}

Culture Handbook

A set of shared beliefs, values and practices

OUR MISSION

"ORGANIZE ENTERPRISE INFORMATION AND MAKE IT
UNIVERSALLY ACCESSIBLE"

COMPANY VALUES

CUSTOMER CENTRIC

BE RESPONSIVE

GET IT DONE

MAKE THINGS HAPPEN.

AUTHENTICITY

INTEGRITY. DEPENDABILITY. GENUINE.

THE FINE PRINT

- **Expectations:** We expect you to
 - **Get things done**
 - You make things happen
 - **Be Customer Centric**
 - You are responsive to customer needs
 - **Awesome to work with**
 - Engaged, Easy to work with and a Team Player



- **Core Working Hours:** Maintain core overlapping hours with team. Core Working Hours is defined as the period of time the team member is available with at least 3 hours (More the better) with US CST time zone. The core hours are 9 AM to 12 PM US Central.
- **Availability:** Availability refers to being available on a stable network with ability to work, remote session, screen sharing and talk via skype (If needed). i.e, travelling with a 3g mobile network under spotty network is not considered as a valid "available" condition.

While CodeLathe encourages flexible working hours, in order for a geographically distributed team to collaborate and succeed, the team member is expected to be available during the following timeframes.

1. During Core Working Hours (9 AM to 12 PM US CST) . The more the overlap with the rest of the team, the better the team will be able to succeed it its mission.
 2. During Scheduled Meetings: Meetings are one of the main ways to communicate information and it is very important to be available
- **Working Environment:** We want you to have the best possible working environment, so if you need anything that will make working easier, just let us know.
 - **Weekly Lunch:** We sponsor a free weekly lunch for you, just send us the receipts at the end of the month.

- **Vacation/Holidays:** Every team member has a flat 25 vacation days
 1. Before taking time off, please discuss with your team and manager, get approval to ensure coverage and then take time off.
 2. Update the CodeLathe Vacation Calendar
 3. Update your time tracking spreadsheet when you do take time off
 4. Vacations don't rollover or have cash value.

- **Birthday Holiday:** Your actual birthday if it falls on a working day is always a holiday.
- **Keeping People on the Loop:** Let the team know when you are going to be late to a meeting, unavailable, calling in sick or going on a vacation. Send a weekly status report.
- **Profile Pictures:** As a remote and a distributed team it is a challenge to be remain connected to each other as the company becomes bigger, so every small thing helps. Please use profile pictures where ever possible. Please take the time to update your profile picture in Skype, Discuss, Projects, BitBucket, etc
- **Security:** Safeguard company information including logins, passwords as you would your own property. Have strong passwords and ensure they are changed frequently.
- **Claiming Expenses requires a receipt:** IRS and other financial regulations need it, so we absolutely require it.
- **Keeping yourself up to date:** Want to learn the latest technologies, or want to get a book that will help you do your job better, or want to attend a course that keeps your skills up to date, just let us know, we will try our hardest to make it happen.
- **Making mistakes:** Everyone is allowed to make mistakes. You have to learn from the mistake, don't keep making it.
- **Getting to the next level:** You get promoted when you are already consistently working at the next level or role.
- **Awards:**
 - **Kudos Award:** to spotlight performance or going out of the way
 - **Excellence Award:** For working at a really high level throughout the year
 - **Service Awards:** After 5 years: 5 days of extra vacation days
- **Yearly Performance Reviews:** Happens yearly in December
 - Determined by your manager and peer feedback
 - Performance expectations are driven mostly whether
 - You are customer centric
 - You got things done
 - Your level of engagement with the team
- **Communication:**
 - Be Engaged
 - Communicate early and often
 - Send Weekly Status Report: Detailed, Useful

- No Surprises!