

## **Raining Vegetables Work Structure Rules.**

### **Work Structure:**

1. There will be no hand holding. You should deliver consistently and deliver well. Which means you have to learn how figure things out on your own alot. If instructions are not clear, don't hesitate to ask for help. But be responsible. You can't ask for help all the time because you are being carless and want other people to help you do your own work with little effort on your part. Learn how to do things on your own as much as possible. It is not acceptable to make the same error twice especially after being corrected. The quality of your work must be the best quality always.

2. When coding, you do not submit something with bugs. If you need assistance while dealing with a stubborn bug, make sure you ask for help separately till the bug is resolved or a solution is agreed upon. Till then, do not submit code knowing it has problems. That's careless.

3. No reasons will be accepted for tasks not completed by the deadline. Only solutions. You either have the task done or you make sure you have a backup solution on how to

get it done - in a timely manner and you communicate that clearly when you are asking for time extension. For some people, your problem is you have one game plan on how to go about something, when it fails, you assume then you have failed and don't know how to go about it. That's incompetent. Part of being a problem solver is having a couple of solutions at hand for a problem. Unless you have exhausted all possible options, which you can state, then you haven't done enough to accomplish what you were supposed to do. Failure to do so impacts performance.

4. No late work will be accepted. Learn how to pace yourself. When you say yes to the task, you must accomplish it in the given time frame. If you ask for more time, then you clearly state the estimated time it will take you to finish but it must not overlap with another week's task. This also means, when you are given tasks on Monday and aren't sure about your ability to complete it, speak up very fast before the task meeting ends. That way, adjustments can be made on time. You can only ask for an extension once with good enough reason.

**General Rules:**

- We have a 3 strike rule. If you miss a deadline for your weekly task, you will get a strike. If you get 3 strikes in a period of one month, you are automatically let go.

- In case you can't meet a deadline, communicate in a timely manner depending on the workload. Give enough time and instructions so that someone else can pick up from where you left off so that it's completed in a timely manner.
- If you communicate on time that you can't meet a deadline, it does not impact the 3 strike missing deadline.
- Do not suck up to anyone, even if you report to them and they are your "boss." Do not try to "people please" so you can be liked. Matter of fact, resist the idea of trying to be liked by everyone on this team. That's not your job - and there is no political partiality here. Your duty is to do a great job at your assigned tasks, progress, and create a fantastic product that you can be proud of. That's all we truly care about.

### **Communication:**

Emails and reports should be professional with absolute correct grammar and formatting

- you can use quillbot for paraphrasing. <https://quillbot.com/>

Invest in learning how to write professional emails and make sure you remain consistent with them.

**Company rules:**

1. Every beginning of the week, we have a task meeting. Pick anytime on Monday where we go through your tasks and talk about the best approach for your task. It's a 15 minute meeting.
2. Every wednesday we have catch up meetings. Pick anytime on wednesday where we go through follow up on your tasks. It's a 15 minute meeting.