Jola Corporation US - Staff Guidelines
Written on 5/23/2019

Introduction.

In order to ensure that the work environment is safe for everybody, there are a few guidelines that you agree to follow when in company property. It is expected that you always are following these guidelines. Failure to comply so may result in a reprimand from your team manager.

Staff are expected to be good digital citizens.

Majority of the work is typically done online. It is expected that you are treating others nicely on the internet at work and at home. We want people to feel happy to work here. If you're not sure if something is the right thing to do talk to Human Resources.

We're a startup, make wise decisions.

Jola is a relatively new company with big visions. As our company grows, we'll start having more and more people joining. You need to make sure your work here enables easy adaptations for new staff members. Things like reference sheets, comments, and etc are really beneficial to new members.

Put effort in anything you do.

You are the most important thing for us. We trusts that you will always put the best effort in anything you do. If tried your hardest with a problem and still can't seem to figure it out, that's completely alright. Ask a fellow worker or just throw it on the help board if you are ever put in a situation like that.

Topics discussed at work should remain confidential.

It's super important to understand that we are in the education market. We'll be working with schools and students, so they can utilize our platform. We don't want people finding out what students and schools we're working with.

Don't harass people's work. Instead, give them constructive criticism.

This is really important. Not everyone is super talented at somethings. Like everything in life, it just takes time. If you see an issue with someone's work, just tell them in a nice way. Give them suggestions on what they could do to improve their work.

Approved by Pranav Ramesh, CEO at Jola Corporation. [5/23/19]