

Atmos Design Studio Onboarding Protocol

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Welcome to Atmos Design Studio! We are thrilled to have you as part of our team.

My name is Dennis Lantz, and I am the founder of Atmos Design Studio. With extensive experience in UX design and agile project management, I established this studio to combine technical expertise with creative vision, delivering exceptional digital experiences.

This protocol serves as a guide to our values and principles at Atmos Design Studio, and it is important to us that you incorporate them in your work. Our mission is to foster a culture of respect, collaboration, and innovation, while consistently striving for excellence.

Thank you for being a part of this journey.

Onboarding Protocol

Etiquette

Punctuality is key in our industry. Being on time means arriving at least 15 minutes early for meetings and work sessions to prepare yourself, gather your thoughts, and be ready to contribute.

During your work hours, remember that you represent Atmos Design Studio. This includes:

- Staying off personal devices unless necessary for work-related tasks.
- Paying close attention to instructions and feedback.

- Performing each task with professionalism and a positive attitude.
- Respecting your colleagues and working collaboratively.

Attire

At Atmos Design Studio, we value a professional yet comfortable dress code. Depending on the occasion, here are some guidelines:

- Smart casual attire is generally preferred, with an emphasis on clean, well-maintained clothing.
- For client meetings, business casual attire is expected.
- Always ensure that your appearance reflects the professional image of Atmos Design Studio.

Zero Tolerance Alcohol Policy

Consumption of alcohol during work hours is strictly prohibited. Any violation will result in disciplinary action, including termination of employment.

Cancellation Policy

We understand that unforeseen circumstances may arise. However, it is crucial to communicate any changes to your schedule as early as possible. Canceling work commitments within 24 hours will be noted, and repeated instances may affect your role within the company.

At Atmos Design Studio, we work as a team to deliver the best results. Collaboration and mutual support are essential to our success, and we expect everyone to contribute positively to this environment.

We do not discriminate based on sexual orientation, religious practices, race, gender, or any other

personal attribute.

Acknowledgment

Talent Name: _____

Date: _____

Talent Signature: _____