



EMPLOYEE HANDBOOK

04.22.2016

welcome to the Gitwit family!

OFFICE PHILOSOPHY

Never stop coming up with ideas, get your shit done, then have a beer.

In other words, we are a creative group that works hard, loves to relax and have fun, and values new ideas over anything. There are busy periods as well as periods of down time throughout the year. When we have a heavy workload be prepared for some longer working hours. We often have quick deadlines and turnaround times so be prepared for last minute projects and tweaks. During times when the workload is lighter, ask what other projects might need your help, then go pick up your dry cleaning!

We pride ourselves on our friendly and consistent connection we have with our clients and suppliers, and are open to any new ideas and connections you can bring to our company.

VACATION POLICY

Basically there is none.

You may take as many days as you need to keep yourself sane, rested or inspired. We only ask that you give us plenty of notice and that you take responsibility of your own tasks. We all work as a team so just remember if you don't complete projects and tasks before you leave or while on vacay someone else will have to and thats just not cool. Please be cool.

OFFICE ATTIRE

- Business Casual/Jeans/Jorts
- Be comfortable, but also remember many clients love to come to us for meetings so have a presentable appearance.

Please OH PLEASE, wear deodorant.

OFFICE ETIQUETTE

- Keep the bathroom tidy
- Please do your own dishes so someone doesn't have to clean up after you.
- We have a cleaning staff that comes every Saturday, so remember to clean up after yourself in the meantime.
- Headphones or no headphones- your call- just make sure you aren't disturbing others.
- Dog friendly environment- we are all dog lovers and are happy to meet yours too!

We try to only call necessary meetings and run them efficiently. To make sure we did this effectively we discussed some good practices as a team. Here is a rundown of our guidelines.

Purpose & Agenda

Whoever schedules a meeting should be responsible for putting the purpose of the meeting and the agenda in the meeting invite. We don't need to be agenda nazi's, but anything helps.

DRI

The person who schedules the meeting is the de facto "Directly Responsible Individual." That means they are responsible for running the meeting, knocking out the agenda, and ending on time. Most importantly they are in charge of making sure the right people have action items before they leave.

Smart Times

Think about how long your meeting needs to take. Many of our meetings can be shorter, but that doesn't mean that they have to be. Start scheduling specific times rather than always 30 minutes or an Hour.

TYPES OF MEETINGS

In the title of all meeting invites should be one of the following meetings types. Please feel free to add to these as needed and let everyone know.

EDU: Educational meeting. You should come to this meeting prepared to learn a new business model, product, brand, technique. Ask lots of questions, take notes, and gain some insight. The DRI should heavily direct these meetings and assign action items at the end.

STORM: Brainstorm! come to this meeting ready to generate new ideas and challenge old ones. Anything goes. The DRI is responsible for making sure we keep momentum and that everyone stays in brainstorm mode. The agenda should clearly state the purpose.

REV: Review meeting. Come to this meeting ready to see some creative wonders. The DRI likely spent a good amount of time and effort on whatever we are reviewing so come ready to help them push it even farther.

PLAN: Planning meeting. This is the meeting where we map out an overall game-plan. It could follow an EDU or a STORM. This one is a lot of work. The DRI should have a good agenda and make sure a lot of people leave with action items.

FLASH: Flash meeting. This could be any form or combo of the above ideas or just a chat about life. The DRI should still place a purpose and agenda but make the time count because it'll be over in a flash.

Cancellations

This happens... . Meetings are to be canceled with a delete and notify via google calendar. It is the DRI's duty to cancel. If someone else doesn't show, the meeting goes on.

FAVORITE

LOCAL SPOTS

FOOD

Chimera - Killer breakfast taco called the disappearer and the best coffee in town.

The Rusty Crane - A Gitwit partner and client with good food....and killer branding.

Laffa - Medi-Eastern "Biggest Balls In Town!"

The Tavern - Burger and Original Guinness!

Food truck Wednesdays - Food trucks line the perimeter of Gutrie Green every Wednesday!

Jimmy Johns - Truth be told this is where we order in from about 50% of the time.

Sushi Place - They have some great sushi lunch boxes to go.

Sisseros - Jerk Chicken is to out of this world.

Glacier - Just go and find out for yourself. Make sure and tell them you work at Gitwit.

DRINKS

Valkyrie - The best cocktails in Tulsa, hands down. Just be prepared to wait a little bit.

The Rusty Crane - PatiOMG.

Caz's - Our favorite smoky dive bar.

Hunt Club - Good indoor/outdoor space. Low key.

Sound pony - You'll find the best people in Tulsa there.

Mainline - A great spot with an artistic flare.

**FAVORITE
LOCAL SPOTS**

GITWIT OFFICE NUMBER:
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ASHLEY ROBERTS

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FAVORITE LOCAL SPOTS

00: Representative (Jacob)
01: Sales (Jacob)
02: Design (Meghan)
03: Interactive (Chris)
04: film (Jeremiah)

How to transfer or hold a call

You can place a live call on hold by pressing the # sign twice (##).

Once you've put a caller on hold, you can do the following:

Press 1 to return to the call

Press 2 to transfer the call to another extension

Press 3 to end the call

Blind Transfer: The call is automatically transferred to the extension you choose.

Supervised Transfer: You can speak to the person you're transferring the call to before it's complete. This is great for introducing the call to whoever needs to take it.

To complete a transfer, you must press # twice (##).

Extensions:

Updated list coming shortly