

# MT: Full-time Contracts

## Work terms and conditions

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#### Principle

1. We respect the “rule” that we define and agree with you.
  - a. It means, we do not care what your excuses are, but we just stick with the rule for whatever cases.
2. If you continue to violate “strict rule”, we will surely subtract your payment.
3. If you continue to commit to the company, we will surely improve the salary.

#### Strict Rule

4. **NDA:** Our projects are all private projects; it means you cannot add our projects into your portfolio.
  - a. Even if you coded a whole table, whole code, whole infrastructure, all projects' property right under our contract belong to our company. You cannot use any part of project information, DB, documents, source code, infrastructure, URL, design, and any other related files.
5. **Greetings:**

- a. When you are in/out, when you are going to break, you are supposed to say something in the skype group chat.
  - b. If you continue to fail to do this, we will ask you to install our selected Desktop time tracker app (paid service) and subtract the payment of that paid service from your monthly payment. Good greetings and communication is a system that you do not have to install the time-tracker.
  - c. Some people use their mobile phone skype and just say greetings and go back offline. If you do this, we are done.
6. **Start time:** Start 9:00 ~ 9:30 am in your time zone
- a. 8 hours per day excluding your break time, breakfast, lunch
  - b. Starting late is acceptable for some days due to many reasons, but we consider “work ethic is one of your work quality”, so if you continue to fail, then unless you deliver a good amount of commitments, it is likely to be the end of the contract.
7. **Report:** You must deliver one of these below before you leave
- a. bitbucket PR link / your source code updates
  - b. In case you cannot deliver the PR for the day before you leave, then list out what you have done for the day
  - c. How you deliver your report is definitely part of your work ethic and quality.

## General Rule

8. Communication:
- a. When other members mention you in the group chat, you are expected to respond quickly while working.

- b. If you keep in-active or not responding to a member's messages for some time, there is a case when we consider to make it as “taking a sudden absence” and subtract the payment unless you compensate for these hours afterwards.

9. Question:

- a. When you ask questions, try to provide a whole condition, premises, to avoid us from having low quality back-and-forth communications.
- b. Good developers do:
  - i. check debug tool first with a browser
  - ii. share url / api endpoint / payload / screenshot of error log
- c. Bad developer do:
  - i. “hi”
  - ii. “...”

10. Paid leaves

- a. After a full 3 months of employment, we add 10 yearly leaves from 4th month. It will renew every year after that.

11. Absent

- a. Generally, if you need to take off, report that to Moto 4 days in advance.
- b. Absent will be subtracted from the monthly payment unless we cannot process it with your paid leaves.
  - i. If you have unconsumed paid leaves, then we use it for your off if you properly report the scheduled off 4 days before your planned date.
  - ii. If you do not have enough paid leaves, then we subtract from the salary unless you do not compensate with other days.
- c. If you need to take off for whatever reasons without 4-day notice, we process your absent automatically with this rule below

- i. If this off relates to health conditions or important family matters, then we sometimes process your off as paid leaves if your paid leaves are available.

## Evaluation

12. We evaluate your performance in many aspects for every 5-6 months

- a. Punctuality
- b. Daily report & greetings
- c. Daily update amounts (how much tasks you could deliver)
- d. Code quality
- e. Team communication
- f. How soon you could understand the requirements

13. Whether or not we raise the salary depends upon the company's decision.

- a. Good engineers are constantly getting promoted time after time
- b. Very rare cases, occasionally, due to financial issues, we may have to downgrade your evaluation and corresponding salary if your performance is not up to the mark.