SLOBODA
STUDIO

Welcome to Sloboda Studio

14 years on the market

90+ specialists

Key technologies

SLOBODA STUDIO

Back-end	Ruby	Ruby on Rails	Python	Django	PHP	Node.js	Java
Front-end	Angular.js	React.js	Vue.js				
Databases	PostgreSQL	MySQL	Apache Spark	Apache Cassandra	Redis		
Mobile Technologies	Flutter (cross-platform)	Swift (Native iOS)	Java (Android)	Kotlin (Android)	Vue.js (PWA)	React.js (PWA)	

Customers

nowsta • Split

FURNISHR.

MyDailyLifestyle
autotelik

LUCA LABS

FORPOST

INARIMA • SPORT

Оттава

Лос-Анжелес

Нью-Йорк

Осло

Амстердам

Берлин

Харьков

Лондон

Париж

SAFHYRE

Токио

Майами

patientIQ • StudySoup

HUDSON MEDICAL

AIRTRIX

REPLY
DEVANA
- KI to the law -

Дубай

SIMPLECATER

proSapient • LOOPER INSIGHTS • MOMENTPLACE

Vision

A well-known team of professionals of the world class and thinking solves customer business problems through engineering

Mission

Empowering the success of our clients' projects through expert web development and high-tech, ethical consulting initiatives.

Our values

Trust

We believe in taking professional and financial responsibility for our actions and ensuring that we can depend on each other to successfully complete tasks.

Openness

We strive for continuous improvement and embrace innovation and creativity as essential elements of our work.

Professionalism

Attention to detail, commitment to quality, problem-solving intelligence, and reliability in meeting commitments are fundamental aspects of our company's values.

Work principles

The response to any letter or customer request should be no more than 8 business hours

Received or completed the task, to do list is ending - inform the manager

Respectful attitude towards the company and its values, maintaining the high reputation of the company

The result is the best measure! No talk, no explanation, no excuse! RESULT!

Unwillingness to learn means to expose your organization

One task - one responsible executor and deadline

Failure in planning - planning of failure

Action is always better than inaction

Come with a solution not with a problem

Read more here.

Work rules: documents

→ You will collaborate with us as **Individual Entrepreneur** (FOP). We will guide you on how to open an IE and explain all the processes to you.

→ For specialists in Ukraine, they **independently pay taxes** for their Individual Entrepreneur, which consist of a single tax (5% of income) + Unified Social Contribution. Our accountant can assist with tax calculations and IE support

→ Each specialist has a **personal settlement document** where various types of compensations are recorded.

→ **Payment.** Please, be aware that you will get your payment for the previous month's of work on the 20th of the following month

Work schedule

➔ **The work schedule is quite flexible**. As a rule from 10:30 + 8 hours. The main thing is to work 40 hours a week. If there is a need for a personal schedule, it must be agreed with the head.

➔ We at Sloboda Studio value our team and clients, so we try to inform about vacations in advance. However, we understand that sometimes unexpected things happen. The key is communication.

➔ About the desire to take a vacation, it is necessary to inform the manager and also notify HR **no less than 2 weeks before** the vacation begins.
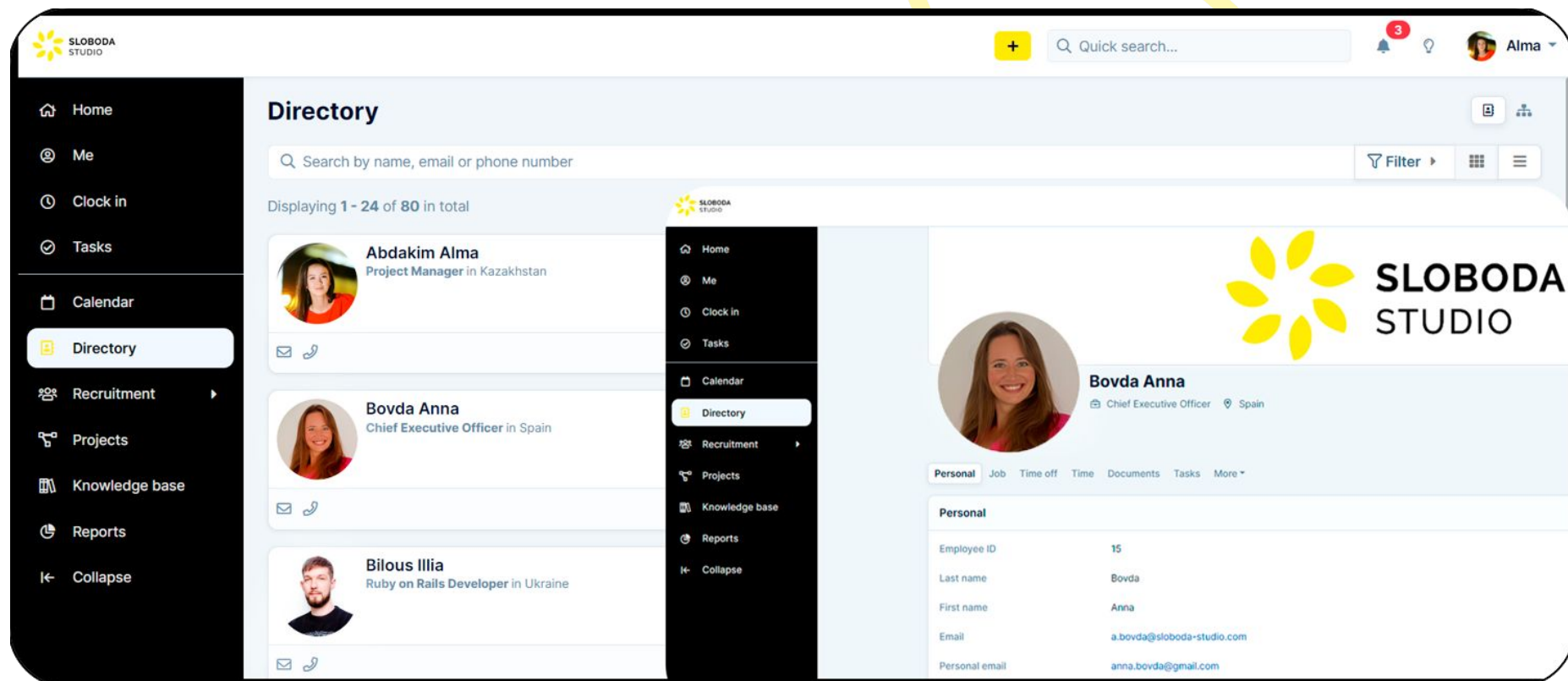
Important rules of collaboration with clients

→ **Client Meetings and Stand-ups.** Regular attendance at client meetings is mandatory. Daily stand-up meetings are vital for team coordination and progress updates.

→ **Camera Engagement.** Please ensure your camera is turned on during virtual meetings as this fosters a more connected and engaged team environment.

→ **Punctuality.** Be prompt for meetings and stand-ups.

→ **Communication.** Regularly update team members on your progress. Always provide detailed and informative updates to clients.

→ **Documentation.** Maintain clear and up-to-date documentation for your projects.

By adhering to these guidelines, we can enhance our collaboration, maintain transparency, and deliver outstanding results for our clients.

People Force

➜ **Vacation/Sick leave requests**

➜ **The structure of the company**

➜ **Onboarding tasks**

People Force

➔ **Tracking working hours**

➔ [**Video**](#)**-tutorial of time tracking**

Our communication channels

Chat

How to access **Google Chat**

1. There are web and mobile versions of the messenger for your convenience.
2. You can open Google Chat in browser via this [link](#).
3. You can download Google chat on your phone.
   - [Google Play](#)
   - [App Store](#)
4. If you have Gmail application on you phone by logging into your corporate account you also will be able to access Google Chat.

Corporate mail

How to access your corporate mailbox

1. On your personal email you will receive a letter from **The Google Workspace Team**
2. In this email you will find login details to access corporate mail.
3. Keep in mind that the link to setting up your password is valid for **48 hours**.

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Our communication channels

Chat

Main channels

1. **Company News:** This is a central space for unofficial news and updates such as birthday congratulations, welcoming new employees, sunflower game, challenges, etc..
2. **Events Hub:** This is our space for all company event announcements. Here you will find information regarding upcoming events such as Sloboda Talks, Tech Talks, Yoga Hour, etc.
3. **Break Time Hub:** Where we step away for a moment. Share when you're on a break or away from your desk, and reconnect when you're back!

4. **General Announcements:** A central space for important updates and news relevant to all employees across the company.
5. **Development Hub:** This space is dedicated to sending inquiries related to technologies and development.

Here you can watch 4 minutes video about Google Chat functionality.

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Personal signature in email

Each specialist must have a single corporate signature when sending letters.
To do it, you need:

1. To visit https://www.hubspot.com/email-signature-generator
2. In the **first** section choose **Template #3**
3. In the **second** section, fill in the following fields: First Name, Last Name, Job Title, Company Name - Sloboda Studio, Mobile Phone Number, Website URL https://sloboda-studio.com/, Email Address, Custom Field Web Development with Care
   NB: The rest of the fields do not need to be filled in.
4. In the **third** section, you need to choose colors for the signature. Copy and paste these values: Select Theme Color FFEA00, Select Text Color 000000, Select Link Color FFEA00, Font Verdana, Font Size Small.
5. In the **fourth** section, you need to upload your photo. Upload/find your photo on Google Disk, make it available to everyone and copy the link in the field Profile Picture.
6. Great, you have a new beautiful signature :) Now you have to copy Signature source code.
7. Open https://codebeautify.org/htmlviewer# insert the code and open output in a separate window.
8. Now you need to copy and paste it in your mail. Settings > Signature > Add new

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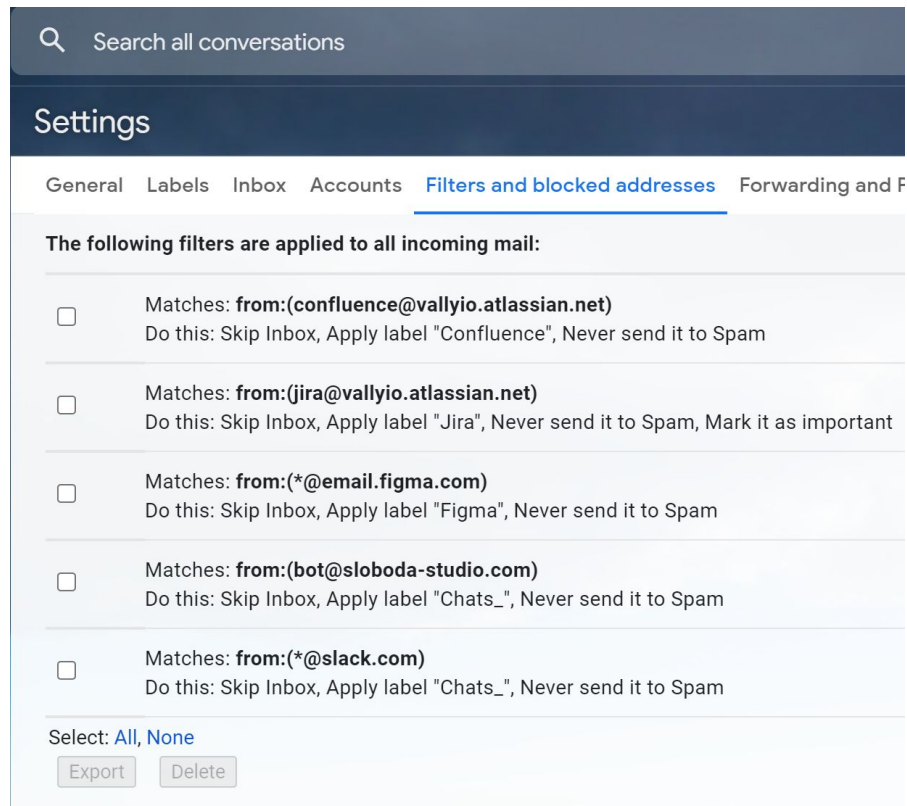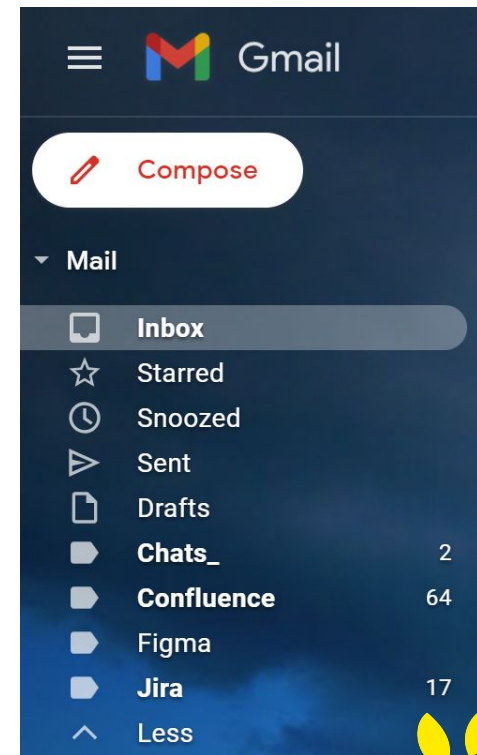
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Setting up gmail (optional)

Create rules to filter your emails


```
Q  Search all conversations

Settings

General   Labels   Inbox   Accounts   Filters and blocked addresses   Forwarding and F

The following filters are applied to all incoming mail:

☐    Matches: from:(confluence@vallyio.atlassian.net)
     Do this: Skip Inbox, Apply label "Confluence", Never send it to Spam

☐    Matches: from:(jira@vallyio.atlassian.net)
     Do this: Skip Inbox, Apply label "Jira", Never send it to Spam, Mark it as important

☐    Matches: from:(*@email.figma.com)
     Do this: Skip Inbox, Apply label "Figma", Never send it to Spam

☐    Matches: from:(bot@sloboda-studio.com)
     Do this: Skip Inbox, Apply label "Chats_", Never send it to Spam

☐    Matches: from:(*@slack.com)
     Do this: Skip Inbox, Apply label "Chats_", Never send it to Spam

Select: All, None
Export   Delete
```

How to organize your emails using Gmail labels


```
☰   M  Gmail

    Compose

▼ Mail

  □   Inbox
  ☆   Starred
  🕐   Snoozed
  ▷   Sent
  □   Drafts
  🏷   Chats_              2
  🏷   Confluence         64
  🏷   Figma
  🏷   Jira               17
  ⌃   Less
```

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Events

➔ **Sloboda Talk:** We provide an educational community where tech leads in different fields share their experiences, life hacks, and give guidance on work-related issues.

➔ **Sloboda Updates:** Here, we learn about company news and meet new team members.

➔ **Sloboda Chronicles:** Monthly digests sharing stories about company life, including birthdays, anniversaries, news, charity updates, achievements, milestones etc.

➔ **Sloboda Connect:** Team-building activities once a month that bring the team together in a relaxed and enjoyable atmosphere.

➔ **Sloboda Challenges:** Exciting monthly challenges that add a touch of playfulness to our routine, you can have fun and win a prize.

With care for you

Free English lessons
Corporate English lessons at 4 levels (Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced)

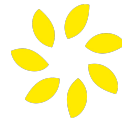**Referral** Program Bonuses for attracting your friends and ex-colleagues to the company.

Certification coverage up to $1,000.
External **courses** fund half of fees and the full cost of **conferences** (up to $1,000)
You will find certification policy [here](#).

We offer access to **therapy** services or can cover therapy expenses by 50% or up to 500 UAH per session.
Covering 50% of costs for **wellness** services, like massages, and medical check-ups, ensuring you feel cared for and valued.
If you're getting **married** or having a **newborn** child, give us a heads up, and we'll congratulate you with a nice bonus.

With care for you

Sunflower game
Internal rewards program

The company gifts $50 for each work **anniversary**, accumulating yearly.

For example, you'll receive $100 for two years, $150 for three years, and so on.

Compensation for **sports (20$)** and external courses of **English (20$)** per month, **Amortization (20$)** for hardware use.
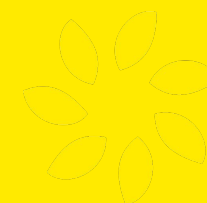
18 work **days off** & 5 paid sick days. Vacation policy.

The max. number of unused vacation days is 27. Vacation days do not expire, but they stop accumulating after 27 unused days.

Useful links

- **Q&A with CEO**

- **Discourse**
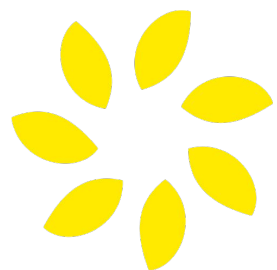
- **Sloboda Inner Documents**

We are in Social Media

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Next steps

Today	In a week	In two weeks	In one month	Two months	Three months
First day, introduction to internal platforms and processes, adaptation process begins	Onboarding tasks completion, 1-1 with HR	*First milestone.* Feedback collection from you, from your manager, onboarding survey	*Second milestone.* Feedback collection from you, from your manager, from a client if any	*Third milestone.* Feedback collection from you, from your manager, from a client if any	*Fourth milestone.* Feedback collection. Probation period results. Adaptation process ends

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With the first working day!