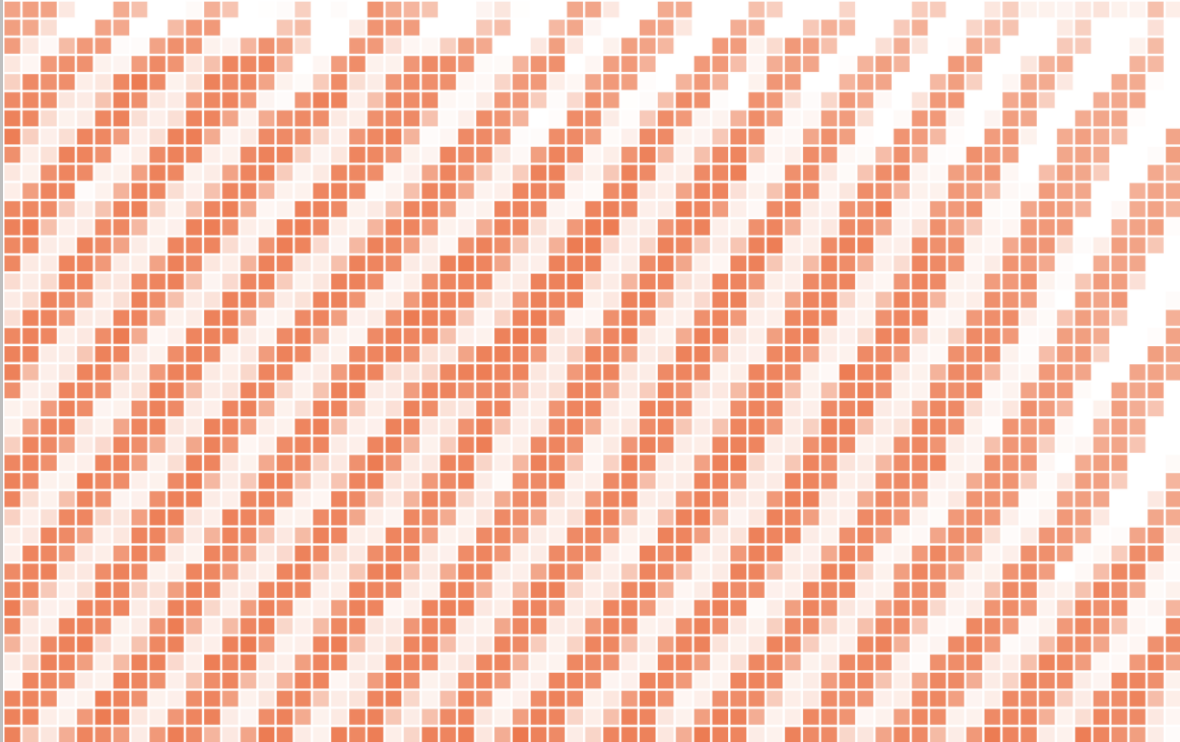




# ONBOARDING HANDBOOK

All you need to know being new to the Nautilus Team



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## Welcome to the Team!!!



It is a pleasure to have you on board! We look forward to work together with you on our current and future projects. We aim to provide a great work environment and plenty of opportunities for personal growth to make your time spent as part of our team worthwhile not only financially but also personally.

This handbook's purpose is to make starting your new chapter with us as easy possible. Most of us have worked for other companies before and we try to treat you as we would have liked to be treated when we joined a new company.

Below these initial lines you will find different sections where we try to walk you through everything that we think that you should know about what is important for us, the formalities that you need to comply with, our concept of work and how we work, the internal tools that we use and how we try to foster personal growth.

“We strive for consistency so that our actions reflect our beliefs. “

## What is important for Us?

### Company Values

- The Love of our work (We are proud and enjoy it).
- Adding value to society with everything we do.
- Respect for everybody as a growing and developing human being.
- Support for everybody's personal life.

How we express these values is reflected in many ways, our work, how we interact with each other, the benefits that we offer as a company etc.

### What defines us as a team?

- The believe that everyone can add value.
- Our constant strive to learn and improve ourselves.
- Believing that all we do has an impact on others and our planet.

- Our trust that technology has great potential and value for individuals and companies.

Hence, we essentially, we care for:

- People and the community.
- Transparency.
- Learning & sharing knowledge.
- The free availability of software and technology through Open-Source software.
- The responsible use of technology.
- Nature.

## How we work

### Flexible Work Hours and Times

Internally we organize ourselves as we like, as it suits our work and work responsibilities, but also our personal life.

Now the important thing for you to know is that the only responsibility of a fixed attendance is going to be our weekly meeting and possibly any other extraordinary meetings that may occur.

You decide when to work, what duration, and when to take breaks. You manage yourself you are old enough and responsible enough. For us the important thing is that you put in the 40 hours a week.

Examples of flexibility:

Sometimes if you cannot put in the hours on one day you can recover these another day, it requires checking on yourself and discipline. We use a tool for this purpose called Toggl. This tool we will tell you more about in the Tools section.

Important to know though is the following:

For the formal compliance you will have to fill out a document that reflects the period that you indicate of 9:00 to 18:00. It is a monthly time sheet that you must hand in at the end of each month signed with your digital signature.

### Team Collaboration

In a team one works together. At times you will have to communicate directly, at others you may not need to do so. For this purpose, we use both synchronous as well as asynchronous communication and collaboration tools.

Important for you to know is the following:

- We use the different tools for different purposes so that we will go into more depth in the tools section.

- If you require input or help you can ask for it, but we aim to be respectful with each other's time and have done our "homework" to make the interaction productive and valuable.

## Flexible Workplace

You are also flexible to work from wherever you prefer, the place that you indicate is your usual place of work. There is one thing though to consider since your social security as an employee only does cover you when working in Spain or if you go abroad when you have been sent there to do so then we would have to comply with EU regulation. As for now let's say that if you inform us ahead and you stay in Spain you should in theory be able to work from everywhere.

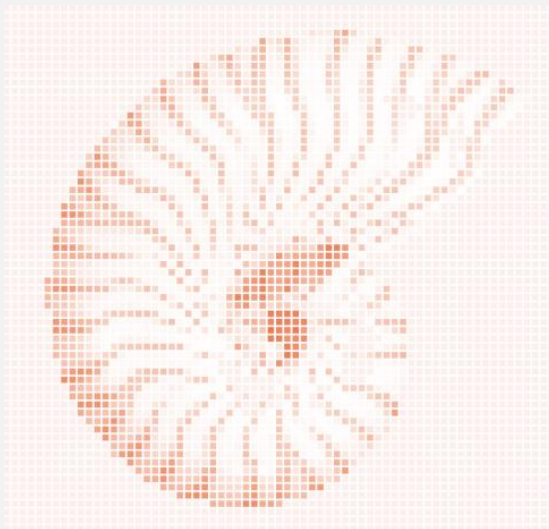
## WELCOME PACK

All the relevant documentation that you must read is available in the ["Welcome Pack Folder"](#).

## Formalities

### Hiring process documents

All the documents that were created and shared for you to become part of the team such as the job offer, the employment contract and the remote work contract you can find these in the following folders created for you. The Link is within the email that you received this handbook with.



### Monthly Timesheets

This is a monthly requirement we must comply with according to the Spanish law.

Every day you must fill out the standard period of hours that you are working.

You indicate the start time and the end time and the total of hours each day, put a short signature and so for the entire month except for when you take vacations or there is a national or local holiday. The local or national holidays that apply to the Canary Islands are greyed out on the sheets that we provide you. The weekends are greyed out too.

By the end of the month, you should have filled out the relevant fields and then scan it and sign it digitally sending it to me at: [constantin@nautilus-cyberneering.de](mailto:constantin@nautilus-cyberneering.de)

## Labour Risk Prevention

### Documentation

You should read all the documents. Also, the documentation includes a set of documents that you must sign. For this purpose, the digital certification or E-DNI if you have one will be necessary. Once signed please provide them to us at the following address:

[constantin@nautilus-cyberneering.de](mailto:constantin@nautilus-cyberneering.de)

### Health Check

When you start as an employee, the law establishes that you must do a health check. During the first weeks of employment, we will arrange together with you the most convenient day and time for this purpose with the labour risk company hired by Nautilus. This company is called Previs.

You will in collaboration with the assigned representative organize the health check and then take the time for this as part of your work time.

The check involves both a set of blood and urine tests in addition to a visit to a medical centre where they check on your general health.

### Vacations

If you want to take vacations, you will communicate this via email, if possible, a month in advance so that we can plan for it with the rest of the team. Just send an email indicating the start and end dates of the period you want to take to: [constantin@nautilus-cyberneering.de](mailto:constantin@nautilus-cyberneering.de)

Once approved the vacations will be listed in this document:  
<https://docs.google.com/spreadsheets/d/1LVsZbb9UMw-CSQUBlx3XtIjuuTw3OFUu/edit?usp=sharing&ouid=115502614836832703482&rtpof=true&sd=true>

## Personal Development

This is something we take seriously. We believe that if we do not learn something every day, we have wasted our time. We ask you to take charge of your own development but will also help you in the sense that we will challenge you to create value every day for the company, the projects we work on and others whom we interact with. For these purposes we provide the following.

### Roadmap

No captain without a map can sail into new waters. Hence, we provide you with a broad roadmap. These are the skills that we think you will achieve in a timeframe of almost two years working in your new role

as part of the team. The roadmap is just a guiding compass which lets you know which destinations you can reach. You decide which to go first to as you require to add more value to our projects.

## Internal Training and Discussions

In addition to the roadmap, we will provide you with training opportunities to work on skills, etc. Much of our learning comes from exploring the best ways to accomplish our work.

If you learn something, we encourage you to try to teach it. The reason is that if you try to explain and teach it to someone it will test your knowledge and make you strengthen your knowledge and skills of your craft.

In addition, much learning will also result from attending the meetings and participating or just listening in into the discussions.

## Online Platforms

- Codecademy - <https://www.codecademy.com/>
- Pluralsight - <https://www.pluralsight.com/>
- Udemy - <https://www.udemy.com/>
- Coursera - <https://www.coursera.org/>
- edX - <https://www.edx.org/>

## Recommended Books

- "Código Sostenible" by Carlos Blé
- "Unit Testing Principles, Practices, and Patterns" by Vladimir Khorikov
- "Extreme Programming Explained: Embrace Change" by Kent Beck
- "The Pragmatic Programmer" by Andrew Hunt and David Thomas
- "Clean Code" by Robert C. Martin
- "Domain-Driven Design: Tackling Complexity in the Heart of Software" by Eric Evans
- "Refactoring: Improving the Design of Existing Code" by Martin Fowler
- "Design Patterns: Elements of Reusable Object-Oriented Software" by Erich Gamma, Richard Helm, Ralph Johnson, John Vlissides

## Project Documentation

To learn about our projects the best way is to go through our documentation.

For new team members it is a good way to learn but also to immediately contribute. If you find anything that we can improve, correct or change we expect you to tell us in creating an issue or opening a discussion if it is a suggestion, feature, etc.

Just go to any of our organizations and start working yourself through the documentation and repositories. Here is a list of the organizations that are managed by the Nautilus team on GitHub:



<https://github.com/boken-engine>  
<https://github.com/Nautilus-Cyberneering>  
<https://github.com/torrust>

## Developer Events

During the year there are developer events, we encourage you to attend those for learning and networking. Try to find out if there any close to you and let us know if you want to attend. If you inform us with sufficient time, and we likely will let you do so if you let us know in advance and we may even subsidize you and or attend it with you.

As a company we take part in several of these during the year to meet other developers, network, learn and share information and knowledge but also to disconnect a little and meet other likeminded individuals.

Here is a list of events that we have attended in the past:

<https://www.socracan.com/>  
<https://pamplonaswcraft.com/>  
<https://jsdaycanarias.com/>

## Training Budget

By default, everyone in the company starts off with a training budget that he can request to buy books, courses, attend an event, etc. The budget is currently set to 218,10 € (Books, courses, etc. of interest to the company).

You simply let us know by email what you would like to invest it in, and we let you know if it is accepted. Be specific send us a link and let us know your goal.

## When buying anything

Important to note is that when you buy anything is that the invoice needs to be made out to the company so that we can book it in our accounting.

The company details are:

NAUTILUS CYBERNEERING S.L.U.  
Fiscal ID / CIF: B44572394

C/ FERNANDO GUANARTEME 12  
35310 SANTA BRIGIDA  
LAS PALMAS  
SPAIN

## Buying subscriptions

When you buy a subscription to any course or for a period that has the potential to be shared unless you want to get the certificates for yourself, then you us and we will discuss it with you and then proceed as a company and investigate buying a company plan if it is possible. This way your colleagues will also get access to this subscription and benefit from it. Otherwise, you can buy it directly as long as you make sure to include the company details in the invoice.

## Courses with greater cost than your budget

If you have interest in a course that is more expensive than your budget or you have already consumed your budget. Do not hesitate to contact me and we will discuss this with you and if it is of interest for the company then we may possibly subsidize you either full or in part.

## Tools

### Protonmail & Calendar

Internally we use the online version of Protonmail and its Calendar.

We trust in the increased security and encryption of this provider. It is the choice of the entire company group.

You will receive a separate email with your username and starting login credentials.

### Toggl

For tracking your hours, you will use a tool called Toggl with your company account:  
<https://toggl.com/track/>

Until you have been assigned your new corporate account, we will create your user with your personal account. Later once you have it, we will update it.

You will receive an invitation prior to your onboarding meeting for this tool. If you have not received it let us know.

### VPN

For your own security and also our company's information we use VPNs to connect to the internet when working. Protonmail comes also with a VPN app that you can install and use from your computer.

## GPG Keys

We require you to get a GPG key install it on your computer before contributing actively to any of our code GitHub repositories. All the information on what these are and what they do and how to use them you can find it here: <https://secure-git.guide/>

## GitHub

Is the main tool we use to collaborate on our code. We use it extensively in every aspect of our work. If you are not familiar with it go ahead and research it, look at tutorials and once you bump into a wall, ask for help. First try for yourself if you manage and then if you do not find a solution for what you want to achieve let us know.

## Meetings

### Weekly meetings

You will become part of our weekly meeting routine.

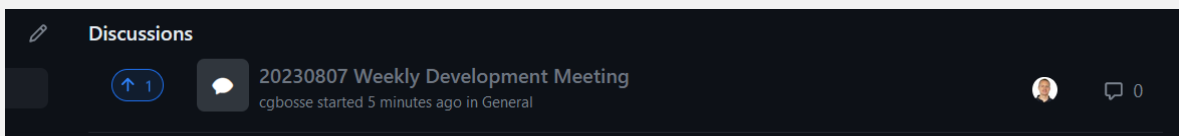
The meeting is usually held on Thursdays and can last between 2 and 4 hours with breaks.

In preparation for this meeting, you will make a list of the things that you have done over the week. In essence you will tell us what, why, how, etc. This is your weekly opportunity to talk and show your work, discuss challenges, ask for help, etc.

The meeting points and notes will be all public since we are an open-source company. You can find them under discussion in our main nautilus Cyberneering repository on GitHub.

<https://github.com/Nautilus-Cyberneering/.github/discussions>

The meetings all have a similar title indicating the date etc.



## Equipment

Once your trial period is over, we will provide you with a company laptop, and give you a budget to buy a mouse, keyboard, monitor, desk, and chair for your work area. You will tell us what you want within that budget, and we will order it for you as a company.

Once you have received the equipment you will sign a document relating to the received items, where the items are listed.

## Trial period and after

### Onboarding support during the trial period

Upon request you can have a:

- Weekly one-on-one with our senior software developer Jose Celano.
- Weekly one-on-one with Constantin Bosse.

These sessions are maximum an hour and we ask you to be prepared and send in advance the topics that you would like to talk about.

### Trial Period Evaluation Meeting

About two weeks before the end of the trial period you will sit down with us, and we will go over everything that you have achieved during the trial period. We will let you make your own assessment of how you have met our expectations and we will discuss these together with you.

### First Career conversation and goal setting for the next 6 months

We will sit down and discuss your personal goals to fit them into the coming next months. We will set expectations and then follow up on these on a regular basis.



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