



THE HANDBOOK

GO FOR GLORY!

This is the ultimate guide written by awesome people for awesome people on how to be even more awesome.

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Earn that XP and level up!

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No hurt feelings.

02 Platform (How We Operate)

Spoiler: Get ready to have your mind blown.

02 Storyline (Why Are You Reading This?)

Lions, tigers and whales.

02 Game Mechanics (Glorious Values)

"You're a great guy/gal!" - Clarke Foley 2016

02 Life (Naturalization)

The care package to your survival.

02 Bonus Points (B&B)

Swiggity swooty I'm coming for that booty.

02 Epilogue

Suit up and get ready for the sequel!



NOTA BENE

This is not your average book about rules and regulations within the company, but if you crave that legal lingo, and wish to study rules and regulations, perhaps downloading your typical Legal Copy of the Employee Handbook will be just the thing you need.

Here you will find answers to questions you have, or haven't even thought about yet. MadGlory is a unique and safe place, where people are happy with things they do every day. We manage stress with honor, and celebrate the end of the week with beer and bourbon. MadGlory had been designed and developed to take care of every partner and customer we ever work with. We are not fighting battles, we are conquering new heights, achieving milestones, and we always go for glory.



INTRO

When you became a part of MadGlory, we trusted you to represent the team. Legends of MadGlory were crafted with care, and forged with pride. We believe you can carry on the legacy, and help us to maintain reputation of a unique brand, where developers, designers, and producers work in harmony, and help each other to level up by sharing

HOW WE OPERATE

Flexibility is the key to our productivity. If the goals are set, milestones are achieved, deadlines are met, and products are shipped, it is solely up to you how your work day is structured. Telecommuting, no it's not the same as teleportation, is real, and embraced by MadGlory, as long as you are accessible, and the projects you are working on permit this



WHY ARE YOU READING THIS?

We created this handbook with a goal to give you an idea of what the journey with MadGlory is going to be like. Documenting our company's values and internal processes should help everyone with understanding why we exist and why we come to work every day. Reading this will give you a chance to imagine our day to day, and to help us improve. There is always room for growth, and if you wish to work on something or have suggestions on how to make MadGlory better, don't be afraid to share with or to bring it up at weekly team meetings.



GLORIOUS VALUES

MadGlory prides itself on being a flat organization. There is no hierarchy. Everyone has a different number of years of experience in many avenues, yet it is not a strong enough reason for us to distinguish between superiors and inferiors. We can all learn from each other, and have room for improvement. Being flat breaks barriers within the company, and between us and our customers.

1

We value professional and personal development, and team members, who want to improve and to learn new skills.

2

We value intelligence, responsible company citizenship, passion for getting things done, and open-mindedness.

3

MadGlory is the land of creativity and freedom of expression. Well-informed and skillfully delivered opinions are always encouraged.

4

Everyone can participate in making decision. This comes with a responsibility for successful delivery of products and services.

5

We established transparency and open-door policies to nurture trust and loyalty. We share responsibilities, and are all in this together on equal terms.

6

Smart work makes up the core of MadGlory. We value efficiency and well-thought through distribution of resources.

7

Communication is how we stay up-to-date with what everyone is up to. It enforces transparency, and allows everyone to be a part of operations within MadGlory. Communication is the foundation of all the collaborative activities in which we all try to participate.

8

You joined the team to work on the coolest projects, and to do things you will excel at and will love. Be ready to task-switch, collaborate, work in teams and to put your communication skills to the test.

9

We trust that you have abilities to prioritize and to invest 100% effort into focusing on both short- and long-term goals. If you ever need help, the team is here to assist you in making your transition to the world of MadGlory as seamless and fun as we can.

10

We are all about fluidity with roles and responsibilities. This gives everyone an opportunity to try themselves in different roles, and pick up a few tricks of the trade. We strongly encourage our team members to try new things

11

MadGlory stands for collaboration and freedom of expression. We highly value diversity of opinions and ideas. We encourage everyone to participate in discussions and decision-making activities. We pride ourselves on seeking out talent from the most unexpected backgrounds.

12

Freedom to express ourselves is what makes us happier, and builds trust among team members. MadGlory created environment of mutual respect, team-work, and personal challenges with organizing your own perfect work environment.

NATURALIZATION

Settling in Rule 1: Find a spot, where you'd like to sit. Feel free to move around in the office, if you want to be closer to your team-mates, or wish to join one of the many cool islands we formed.

Rule 2: Locate the coffee maker, the tea-pot, and seltzer. Stay energized and hydrated!

Rule 3: Be ready to participate in projects, and to be asked to express your opinion. And if you have some time to slack, you can find us all in Slack, how else would we communicate!

You should receive an invite to <https://madglory.slack.com> if you have not, let someone know!



BONUSES

So you wanna get paid?

BASE SALARY

When you joined MadGlory you should have received an offer letter that states your base yearly salary or hourly rate. If you have any questions or concerns about this just ask!

TIME TRACKING

Because we are a consulting company, keeping track of hours worked per project is very important. We use <https://madglory.harvestapp.com> to complete daily timesheets. You will receive an invite to the this tool, and have access to record time on the projects you are working on. Please keep your time time sheets up to date: check each week on Friday that you've logged time for each day, and short description of what you worked on.

PAYROLL

MadGlory payroll runs bi-weekly, and payment for the previous 2 week pay period (Monday to the next Sunday) is payed out on the follow Friday. We encourage you to set up up direct deposit with your HR supervisor, so you don't have to deal with snail mail and paper checks...cuz 2016 and Internet.

MadGlory used Paychex for payroll processing. There is an online portal where you can view paystubs and manage 401k contributions. <https://myapps.paychex.com> You can register here with your Social Security Number, and any previous or future jobs you have that use Paychex will be found in this portal.





BENEFITS

HEALTH CARE

100% Health Care Premiums coverage. Yes, it is that simple.

ABSENCES

When it comes to taking time-off, vacations, and holidays, we say everyone should take some time and spend it away from their desks. However, we ask for respect, and not to abuse time generously given to you by the entire team.

EXTRAS

Here are some of the great benefits we all get, use them wisely: Workcation Personal time off Lunch time video games Outdoor activities

RECAP

The full detailed version of MadGlory comensation details are listed here:

<https://github.com/madglory/governance/wiki/Comp-Proposal>

This is also your source for questions about future raises and career growth.

DOING COOL STUFF SINCE 2012

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EPILOGUE

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