ITSTACKS

NEW HIRE ORIENTATION

Who is ITStacks ?

SSII Expert in Outsourcing Development in Europe since 2003, our company IT Stacks provides IT Resources to international clients based in USA, Europe, Asia, Middle East and Asia Pacific:

- ➢ **17** Years of IT Experience
- ➢ **+300** IT Engineer skiled in Multi-Technologies (In house)
- ➢ **+127** Active Clients through-out the globe
- ➢ **+474** Live Projects with our Resources
- ➢ **N° 1** French IT Outsourcing Development

Our Mission:
Assist our clients in enhancing their **IT Capabilities with Expert Developers**

ABOUT YOUR MISSION WITH US

Our Mission

ITStacks's mission is to **help our partners achieve their IT goals** by providing consulting services, solutions through qualified and experienced IT resources. We function as an integral part of development teams, offering an advisory-driven approach and a portfolio of technology-driven resources that will span company's entire value chain.

Our project-centric engagement model defines how we interact with the teams, delivering specialized services and resources that meet all the business IT needs.

Our Vision

Our success is based on the trust we have received from our partners. We work side by side with our clients to solve complex challenges in a way that minimizes technological risks while maximizing their development opportunities.

Your Mission ?

Our success is your success !!!

Your Mission is to help us in **ensuring the best quality and efficient developments** for our clients. Knowledge, Expertise, Productivity and Personal Investment is your mission and **ITSTACKS WILL REWARD YOU ACCORDINGLY**

Our International References

ITStacks has provided resources since 2003 to business across all level.
Some organizations includes Fortune 500 companies.

BIG CLIENTS

(CAC40 / Fortune 500)

- Microsoft
- L'Oréal
- FNAIM
- Siemens
- Hitachi
- BBC
- Tata Consultancy

Small & Medium Size Companies

- eBeautyPlanet
- Starlift Laser
- Widigix
- Econovia
- Tecnovap
- 2J Partners
- Ligier Automobile
- RCI Paris

ITSTACKS

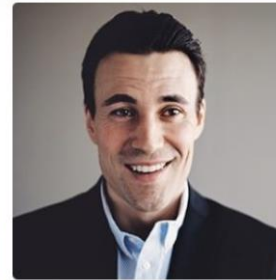## Team -- We are not just a team, we are a family!

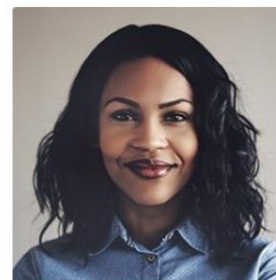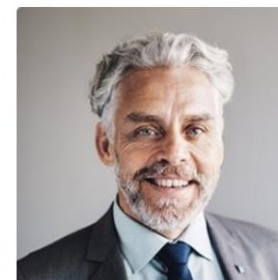|					
Jonathan moraly CTO & Founder	**Etta Green** CFO	**Violet Krasinski** Administrative services	**Edward Almost** Account manager	**Jon finster** Project Manager	**Theo Jude** Product manager
Mattew cussack CSO	**Jenifer Aldo** CMO	**Rebecca alder** Artistic director	**Vincent Pagoda** Principal Developer	**Victoria becker** Public relations	**Marcell Ober** Public relations
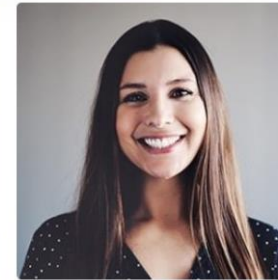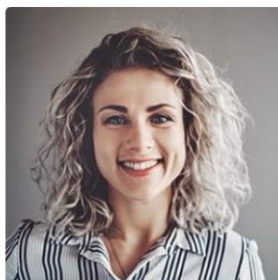
International Presence

ITStacks has its Head Quarter in the UK, with other main offices in the USA and France

United Kingdom.

27 Old Gloucester Street,
WC1N3AX - London - UK

United States.

1150 Madison Avenue Lakewood
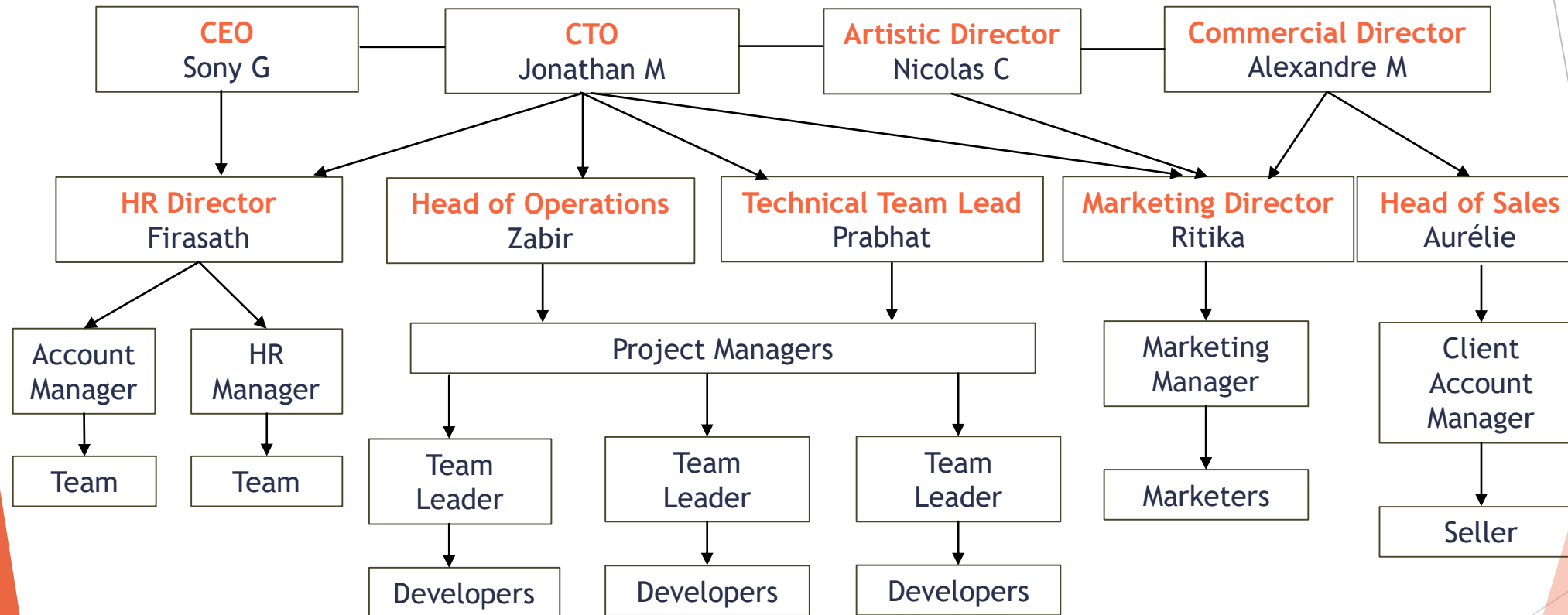NJ 97276 - USA

France.

37 Avenue Gambetta - 94700
Maisons-Alfort - France

Our Organigram of Experts

Discover the team you are a member of....

Code of Conduct – Remote Employee/Contractor

- Remote Employee/Contractor are instructed to follow company policies and procedures

- We expect employees to be ethical and responsible when dealing with our company's software, partnerships and public image.

- All employees should respect their co-workers.

- All employees must show integrity and professionalism during working hours

- Working at home can provide flexibility but also requires great effort to adhere the schedule and requires commitment to the role.

- Choose a quiet and distraction-free working space.

- Have an internet connection that's adequate for their job.

- Dedicate their full attention to their job duties during working hours.

- Adhere to break and attendance schedules agreed upon with their manager.

- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Social Media Policy

▶ Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Also, by "social media", we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Facebook or Twitter.

▶ We ask you to be careful when posting on social media, too. We can't restrict what you post there, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid posting something that might make your collaboration with your colleagues more difficult

▶ We advise our employees to:

• Ensure others know that your personal account or statements don't represent our company. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company.

• Avoid sharing intellectual property like trademarks on a personal account. Confidentiality policies and laws always apply.

• Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of our company's policy, if directed towards colleagues, clients or partners.

Clear Communication Policy

- Employee/Contractor are advised to follow clear and transparent communication process.

- Employee/Contractor are expected to be a part of team huddle/meeting during working hours.

- Employee/Contractor are expected to reply to all emails within 30 minutes during working hours, thus serving the purpose of acknowledgement.

- Employee/Contractor are expected to configure email/MS Team account on their mobile and laptop. Thus making them available for any critical/unforeseen situation that may occur. They are expected to use company email/MS Team account only for official purpose and adhere to the confidentiality policy of the company.

- Developer should not directly contact the Client. All matter to be first discussed with Technical Leader/Project Manager

- Do not disclose any personal information such as DOJ/Project Details/Past Experiences with the Client

- Maintain complete professionalism while working

- Do not Switch on Video while on Client Call

- Client Calls/Teams calls should only be taken using Computer devices

Working Hours, Attendance & Leave Policy

- Remote Employee/Contractor are expected to work from Monday to Friday from 10:00 AM to 7:00 PM /1:30 PM to 10:30 PM (Local Time) with one hour Lunch Break.

- Remote employee/contractor is expected to complete atleast 9 hours of Office Time on the Workpuls application tool.

- Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect you to be punctual and follow the schedule you and your manager have agreed on.

- You are responsible for track/monitor your productivity, unproductivity and Idle time through our Workpuls software.

- Incase, if you are absent for three consecutive days without informing the supervisor or HR Manager, you shall be considered as Absconded. The company shall have the right to not clear the dues. The employee/contractor is obligated to liable to pay the company for any charges that would be due.

- All Leave application(Planned) must be applied atleast 10 days prior

- Leave application must be sent to HR with PM/Team Manager in CC in a prescribed format

- Clear Details of Compensation hours must be specified and adhered to.

Contact Information

CTO -- Mr. Jonathan M – jmoraly@itstack.net

HR Director – Mr. Firasath J – firasath@itstacks.net

Technical Director – Mr. Nicolas C – nicolas.c@itstacks.net

Welcome to ITStacks!