

WELCOME TO

SYSIFUS CORP

PUSHING OUR WAY TO THE TOP



NEW EMPLOYEE
WELCOME MANUAL

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

SYSIFUS CORP

PUSHING OUR WAY TO THE TOP

Welcome to Sysifus Corp!

When we started this company 50 years ago, we never dreamed it would become the multinational, award-winning, industry-leading powerhouse it is today.

You are now an integral cog of our great company. We chose you for your achievements, your background, and, most importantly, your unyielding desire to push to the top—no matter the cost.

Welcome to Sysifus Corp—where we are always pushing our way to the top!

Signed,

The Bosses

The Bosses



What's included

You will find all the necessary tools for you to succeed in this welcome package. Notify your manager at manager@sysifuscorp.com if you have any questions or concerns.



Office Board



New Hire Orientation
Performance Review
(1 double-sided card)



3 Boss Cards



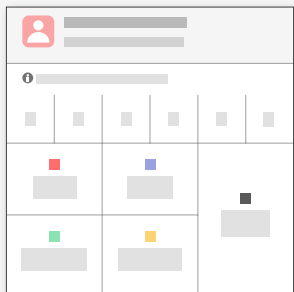
25 Project
Cards



100 Office
Politics Cards



12 Certificates of
Achievement Cards



4 Employee Datasheets



4 Employee Tokens



4 Company
Influence
Trackers



20 Workhour
Tokens

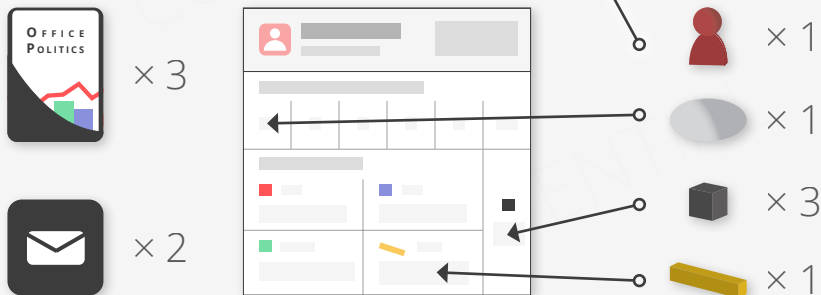


4 Memo
Tokens

Office layout











Each employee receives...



Setup for your first day at work

1. Set out materials according to the office layout on the previous page.
 - ◇ Make an Office Politics Deck (10 different cards, 4 copies of each). Set aside the remaining cards. See page 18 for a list of recommended cards.
 - ◇ Shuffle the Office Politics Deck and the Projects Deck separately. Leave some space for the discard piles.
 - ◇ **Optional:** Place Certificates of Achievement face up besides the Bosses.
2. Each employee receives...

<ul style="list-style-type: none">◇ 3 Office Politics Cards ()◇ 2 Project Cards ()◇ 1 Employee Datasheet	<ul style="list-style-type: none">◇ 1 Employee Token◇ 1 Company Influence Tracker ()◇ 3 Black Workhour Tokens ()◇ 1 Memo Token ()
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3. Each employee places...
 - ◇ their Employee Token onto the New Hire Orientation Card.
 - ◇ onto their Employee Datasheets...
 - ◇ a Company Influence Tracker () on 0 in the Company Influence section.
 - ◇ 3 Workhour Tokens () in the Unused Hours section.
 - ◇ 1 Memo Token () in the Memo section.
4. Whoever has the least amount of unread emails in their personal or work inbox starts first. Employees then take turns clockwise.

How to win at this company

The first employee to visit all 3 Bosses before returning to the Performance Review will receive the coveted **Promotion**.

1. How do I visit the Bosses?

You must work on various Projects and build your **career path** to the Bosses.

2. Where is the Performance Review held?

The Performance Review is held at the same location as the New Hire Orientation.
Flip the New Hire Orientation card over after everyone has left.




3. Is there a specific route I have to take?

No, your career path is determined by you. You can visit the Bosses in any order you wish.

4. What if I don't want the promotion?

Then please throw this package away as you are officially terminated from the company.
We do not need underachievers like you.

Projects

Place **Project Cards** () to build your career path to the Bosses and back.

1. What are Project Cards?

Project Cards are required to move on the Office Board. Use them to build your career path to the Bosses and back to the Performance Review. When placed on the board, all cards can be used by all employees.

2. Where do I get these cards?

All employees start with 2 cards. If you have less than 2 at the end of your workday, draw from the Projects Deck until you have 2 cards.

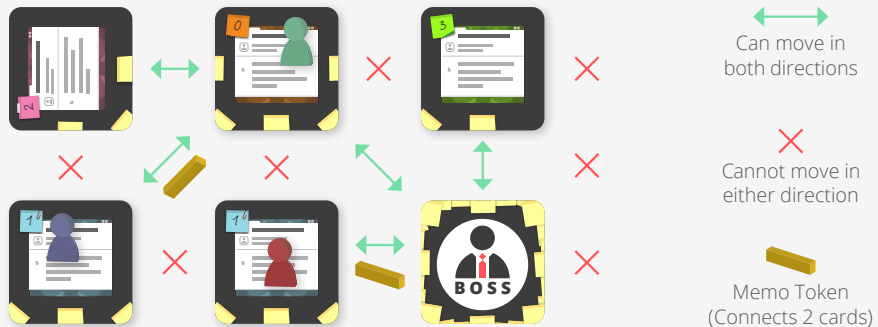
3. What does a card look like?



4. How do I move from card to card?

All Project Cards have **Sticky Notes** that indicate where you can move.


- ◇ There must be 2 connected Sticky Notes—an entrance and an exit.
- ◇ Movement does not wrap around to the other side of the board.
- ◇ Corner Sticky Notes can only be used for diagonal movement.



5. What about the Boss / New Hire Orientation / Performance Review cards?

These cards are covered in Sticky Notes and therefore can be entered from any neighboring card with a corresponding Sticky Note.

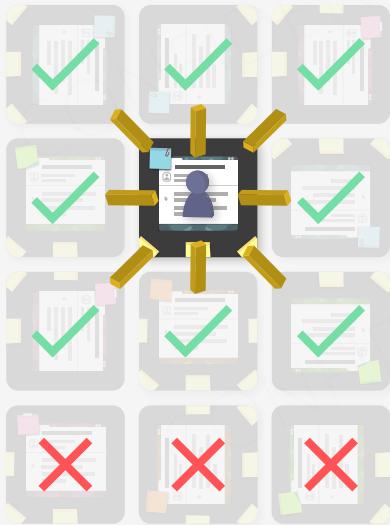
6. What if there are no Sticky Notes in the direction I want to go?


You can place **Memo Tokens** () which allows for movement without any Sticky Notes.

- ◇ Once placed, they can be used by any employee.
- ◇ You may not have more than 1 token in your possession at any time.

7. How do I place Project Cards or Memo Tokens?

You must spend 1 **Workhour Token** () to place Project Cards or Memo Tokens.




Project Cards () must be placed on empty tiles neighboring you.


- ◇ They may be placed in any orientation.
- ◇ They do not have to be connected by Sticky Notes.

Memo Tokens () can only be placed on the card that you are currently on.

- ◇ They may be placed diagonally or laterally.
- ◇ You only need 1 token to connect 2 cards.

8. What if I'm stuck without any Memo Tokens?

You must use **Office Politics Cards** () to alter Project Cards (such as by rotating or shifting them). Please refer to the "Office Politics" section (page 15) for more information.

- ◇ When a card is altered in anyway, all Memo Tokens on the card are returned to the company. Tokens can be repurchased for 1 **Workhour Token** () each.

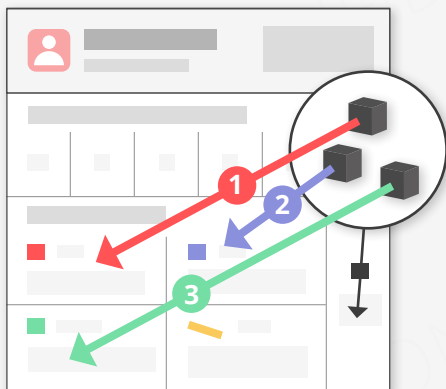
Tasks

Use **Workhour Tokens** (■) to plan out your daily tasks and maximize your productivity.

1. How do I complete tasks?

You can complete tasks by using Workhour Tokens.

- ◇ You have 3 tokens per workday.
- ◇ You may use all 3 tokens on the same task or different tasks.
- ◇ You do not have to use all 3 tokens in a single workday.
- ◇ Use your Employee Datasheet to keep track of tasks completed. Move them back to the Unused Hours section to signify the end of your workday.




For example, on your first day of work, you might:

- 1 Place a Project Card (■)
- 2 Move onto that Project Card
- 3 Conduct Research


2. What are the tasks I can do?





Place — Place a Project Card () from your hand onto an empty neighboring tile.

- ◇ They may be placed in any orientation.
- ◇ They do not have to be connected by Sticky Notes.





Move — Move onto a neighboring card provided that there are Sticky Notes or a Memo Token () connecting the 2 cards.

- ◇ If the card is a Project Card (), gain Company Influence () as noted.
- ◇ **Optional:** If it is a Boss Card, select a corresponding Certificate of Achievement to receive. Please refer to the “Certificates of Achievement” section (page 22) for more information.





Research — Choose one:

- ◇ Draw 3 Office Politics Cards (). Return any 2 Office Politics Cards from your hand to the top of the deck in any order.
- ◇ Discard any amount of Office Politics Cards (). Draw the same amount plus 1.




Memo — Choose one:

- ◇ Place a Memo Token () to connect the card you are currently on with a neighboring card. You only need 1 token to connect 2 cards.
- ◇ Purchase 1 Memo Token () from the company if there are any available. You may not have more than 1 at any given time.



Company Influence


Strategically use your **Company Influence** () to manipulate the workplace.

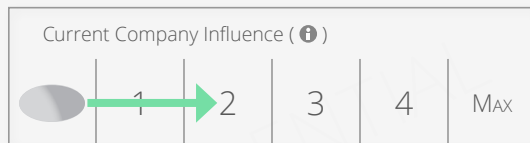
1. What is Company Influence?

Company Influence is the official currency used to pay for **Office Politics Cards** (). Please refer to the next page for more information.


2. How do I gain Company Influence?

Every time you move onto a Project Card (), you earn Company Influence as noted on the top left corner of the card. Use your **Company Influence Tracker** () to keep track of your current Influence.

- ◇ You may leave and return to the same Project Card () to gain Influence again.
- ◇ You may not have more than 5 Influence at any time.



Office Politics

In order to be promoted, you must strategically leverage your **Office Politics Cards** (). This is **the most important** aspect of the culture at Sysifus Corp.

1. Where can I get these Office Politics Cards?

All employees start with 3 cards. If you have fewer than 3 at the end of your workday, draw from the Office Politics Deck until you have 3 cards.



- ◇ If you have 0 cards at the end of your workday, draw to 4 instead.
- ◇ If you run out of cards to draw, shuffle the discard pile to recreate the deck.
- ◇ Trading is not allowed. Nor is mentioning what cards you have to others.
- ◇ There is no limit to the number of cards you can have in your hand.

2. How do I use these cards?

You may use as many of these cards as you want at any point during your workday.

- ◇ Place all used cards face up on the discard pile at the end of the workday.
- ◇ Cards are not considered to be discarded until the end the workday.

3. What are the costs associated with these cards?

All costs are listed on the left side of the card. You must pay using a combination of Company Influence () and other Office Politics Cards ().

- ◇ You do not need to spend a Workhour Token () to use these cards.

4. What do certain parts of the card mean?

Card type

Effect cost

Addon cost

Effect details

Addon effects

SPREAD A RUMOR	
COST	PROJECT EFFECT
1 ⓘ	Rotate a 📧 that is <u>1 TILE AWAY</u> to any orientation.
+? ⓘ	ADDON: <u>+1 TILE FURTHER AWAY</u> / ⓘ
+1 📧	ADDON: Rotate the 📧 you are on instead.

Card type — the type of Office Politics Card.



Effect details — what happens when you use this card.


Effect cost — the cost to activate this card's main effect.


Addon effects (optional) — an alteration to the main effect of this card.

- ◇ You must pay both the original effect cost and any additional addon costs.
- ◇ You may not use multiple add-on effects with 1 card.

Addon cost (optional) — additional costs for the addon effects.

- ◇  — Any additional Company Influence you must pay.
- ◇  — An additional Office Politics Card you must discard to pay for the effect.
- ◇ A ? means a variable cost. You may pay any amount ≥ 1 .

Example: Using the first addon effect of the card *SPREAD A RUMOR* allows you to rotate a Project Card that is 3 tiles away from you at a cost of 3 Company Influence ().

Example: Using the second addon effect of the card *SPREAD A RUMOR* costs 1 Company Influence () and 1 additional Office Politics card. By paying this, you can now rotate the Project Card that you are on instead of a card that is 1 tile away.

5. How many Office Politics cards are there?

100 total cards. 25 unique cards with 4 copies of each—broken down into 4 types:

1. **Project Effect** — manipulates Project cards (📧).
2. **Employee Effect** — related to employees or yourself.
3. **Politics Effect** — related to Office Politics cards (🗣️).
4. **Reactive Effect** — are used in reaction to other cards or actions.

6. Is there a deck of available cards?

Every batch of new hires must select 10 different Office Politics Cards (🗣️) to form a deck of 40 cards. This must be completed prior to New Hire Orientation.

7. Is there a suggested list of cards?

Here is a list of 10 default cards that we recommend for the inexperienced. Experiment with different cards according to your preferred work style.

- | | |
|--|---|
| 1. Call in a favor x 4 | 6. Work overtime x 4 |
| 2. Spread a rumor x 4 | 7. Suck up to your seniors x 4 |
| 3. Restructure priorities x 4 | 8. Steal credit for the work x 4 |
| 4. Belittle the competition x 4 | 9. Stand in for someone x 4 |
| 5. Reschedule the meeting x 4 | 10. Report to HR x 4 |

8. How is this fair?

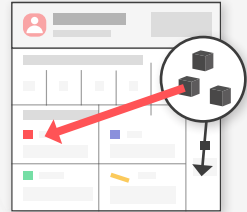
If you have to ask this, then you will not last long here at Sysifus Corp.

An Example Workday

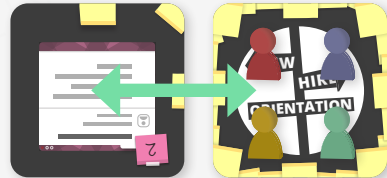
Here is an example of a productive first day of work at Sysifus Corp.

The red employee has the fewest amount of unread emails and therefore goes first.

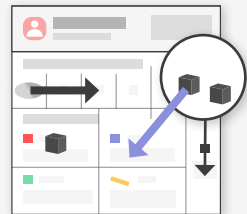
1. They use their first Workhour Token (📦) by moving it from the Unused Hours section of their Employee Datasheet to the Place (📍) section under Tasks.



2. They take 1 Project Card (📧) worth 2 Company Influence from their hand and place it on the tile to the left of the New Hire Orientation card, aligning the Sticky Notes so they can move onto the card.



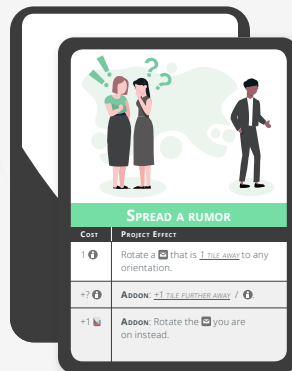
3. They use their second Workhour Token (📦) by placing it on the Move (👉) section. They move their Employee Token onto the Project Card (📧) they just placed, gaining 2 Company Influence (👤). They move their Company Influence Tracker (📊) accordingly on their Datasheet.



4. To prevent other employees from following the path that was just created, they look at their hand of Office Politics Cards (🗂️) to see if there's anything they can do. They notice that they have a *SPREAD A RUMOR* card.

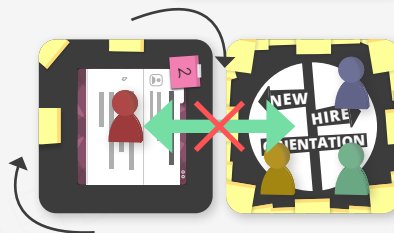


5. The *SPREAD A RUMOR* card lets them rotate a Project Card (📧) but which card they rotate depends on the cost they pay. Since there aren't any Project Cards (📧) that are 1 tile away, they cannot activate the main effect of the card.

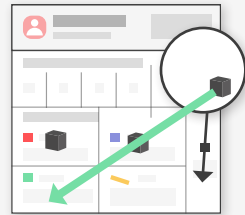


However, the second Addon ability of the card allows them to rotate the card that they are currently standing on instead. That sounds useful in this situation.

6. By paying 1 Company Influence (📧) and 1 extra Office Politics card (chosen among the leftover 2 in their hand), they rotate the card they are standing on in such a way that the others cannot follow.



7. They spend their last Workhour Token (🕒) by placing it on the Research (📊) section. They draw 3 Office Politics Cards (🗨️) from the deck. Then they return any 2 from their hand to the top of the deck. They figure that having extra Office Politics Cards (🗨️) will be useful in the future for their career.



8. They finally end their workday by drawing back up to 3 Office Politics Cards (🗨️) and 2 Project Cards (📧). In this case, they draw no Office Politics Cards (🗨️) since they already have 4, and draw 1 Project Card (📧) since they only have 1.



The employee sitting clockwise from the red employee now starts their workday. All employees continue to take turns. Once all employees have left the New Hire Orientation, flip the card over to the Performance Review side.

The first employee to visit all 3 Bosses before returning to their Performance Review will receive the coveted **Promotion**.

Certificates (Optional)

When meeting a Boss for the first time, you will receive a **Certificate of Achievement**.

1. What are Certificates of Achievement? Do I have to receive them?

Certificates are **optional bonuses** given to exceptional employees. Decide with the other employees before the New Hire Orientation whether or not to include these Certificates.

2. How do I receive Certificates of Achievement?

Choose a Certificate to receive from each Boss when you visit them. Therefore, being the first offers you the most options. You may not receive more than 1 Certificate per Boss.

3. What can I do with Certificates of Achievement?

Certificates have different effects and may be used at any time during your workday. Either use them immediately or save them for a rainy day. Keep them face up in front of you.

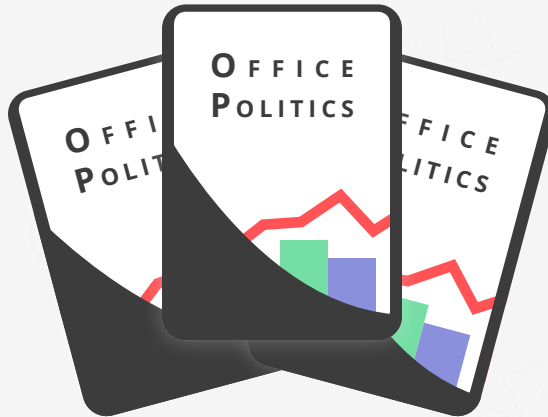
4. What are the different types of Certificates?

Red and Blue Certificates (Square and Circle) may only be used once. Flip them face down after use. Green Certificates (Triangle) may be used once on each of your workdays.



Tips for Success

1. Try to use as many Office Politics Cards (🃏) as you can every workday.
2. Chaining together Office Politics Card (🃏) effects can be very powerful.
3. Try to move as much as you can every workday, even if it's a little out of the way.
4. Don't waste your Company Influence.
5. Try to sabotage others and help yourself at the same time—2 birds, 1 stone.



"The key to a successful career in the corporate world is knowing how to utilize office politics."

—The 1%

