

Remote First Guidelines by tb.lx

1. Trust is everything

- We trust you to work wherever you feel empowered to do your best work.

2. Communicate transparently

- Use status updates (Log in and Log out) on Mattermost/Slack in order to keep people posted.

3. Take meetings online

- We should always adopt a remote-first approach when doing meetings. If at least one person is remote: all of us should join remotely with camera on, speak at turns and mute when not speaking so everyone can be part of the conversation. People in the office can be in the same room as long as it is large enough to keep a safety distance.
- If all participants are together in the office: then meeting can be held offline, with all participants in the same room, as long as it is large enough to keep a safety distance.

4. Document everything

- Document, document, document (aka nothing is word-of-mouth or from memory). Things that are important should be documented somewhere other than your chat so everyone knows.

5. Consider the different time zones

- In cases where a member of the team does not share the same time zone as the rest of the team due to their location, we should be empathic and make the possible changes to make sure they can attend meetings and calls. Tip: You can use something like WorldTimeBuddy to check when they are awake.

6. Make time for socialization

- We will continue building a socially connected culture by prioritizing online interactions over offline activities, that would otherwise happen if people were together in the office.
 - You can join remote events (like the Quiz) and monthly series (like Mental Health May) organized by the People & COM Team.
 - You can also push yourself to organize remote catch-up sessions (like Virtual Coffee, Lunch or Happy Hour). Besides catch-up sessions, you can also organize your own remote initiatives (Talk & Beer, Hackathon, Cooking Class, Fitness Activities). The People & COM team can help you organize!
 - In a future, we might also have offline/presential events. These events are for people who can and want to reconnect with real life people.

7. Embrace the freedom

- We provide flexibility to ensure people are able to take care of their families (especially parents of young children) alongside the needs of the business. “Can I take a break to walk my dog?” “Can I do laundry between meetings?” It’s okay to embrace the remote lifestyle. (The answer to both questions is a resounding “yes.”). If you have a particular schedule due to family life or other, make sure to communicate your schedule and align with your team.

8. You can still get all the benefits of working in an office if you choose to

- We encourage (but do not require) you to spend some days in the office to catch up, have small meetings and grab a drink afterwards. We have hired so many great people, it would be a shame to never see them.

