



EMPLOYEE-HANDBOOK

nb Nettbureau



01 Welcome

Welcome to Nettbureau! Here you get an introduction to some things that may be good to know before you start. Here you can read about what you can expect from us, and what we expect from you.

Checklist for new employees:

- 01 Read this manual
- 02 Have an onboarding call
- 03 Say hello to those who work here
- 04 Get a go-to person who you can ask about anything you are wondering about at any time
- 05 Getting to know your coffee machine and refrigerator
- 06 Learn how to use the arcade machine in the basement
- 07 Choose a "welcome to the Bureau" cake
- 08 Provide input to this manual

02 Trust, freedom and responsibility

Trust, freedom and responsibility are what we believe it takes to develop, perform and thrive. We will do our best for you, and expect the same in return. At Nettbureau we have a flat structure, and everyone is equally important and equally valuable.

We want you to have the opportunity to shape your own position and have control over your own everyday life. Therefore, you will have room to try different things and to find out what you want to work on and become good at. You should be able to work with what you are in mode for, when you are in mode. No one is going to control your workday in detail. We trust you know best!

Be nice

When you work closely together, you greatly influence one another's everyday work. We thrive best when we have respect and heart room for each other, and we can laugh together.

At Nettbureau, diversity is valued. Different opinions are important for development, both on a personal level and in a work context. Everyone should have equal opportunities regardless of gender, skin color, ethnicity, religion, sexual orientation, disabilities, age, personality and background. We have zero tolerance for discrimination and harassment or any other form of disrespectful behavior.

Cooperation

For the collaboration to work well, we need to develop through sharing knowledge. We believe that both learning and teaching, leads to good cooperation and community. Everyone is expected to share their knowledge to contribute to one another's development. At the Bureau, we believe in lifting each other forward, and we go to great lengths to help each other succeed in the job.

As an employee with us, you will work closely with content producers, marketers, developers, and designers. This creates a good product and not least a good social environment. We do not have clear differences between the various departments, and the structures within the company are therefore something we work with all the time.

No blame game

Everyone makes mistakes. Whether it's taking down a website, writing something wrong, or developing a product that doesn't work. No one is ready with the index finger if the accident is out. If you make a mistake, you give everyone who works here the opportunity to learn something, and we appreciate that!

When things do not work

We are growing strongly, and this gives us some growing pains. If you experience that something is not working properly, then it is most likely so, and something must be done about it. Do not hesitate to speak up! The sooner you let someone else know about it the better, and it will be easier to do something about it.

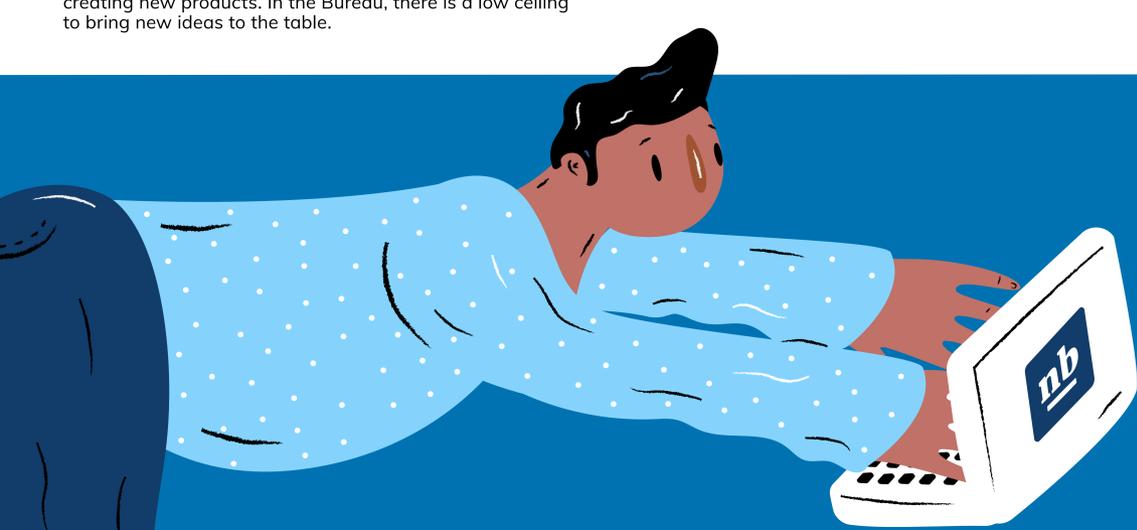
The office

Feel at home and take good care of it. Here we meet daily and work together, eat together and do social things together. You will get a permanent place, but feel free to use other seating around the premises as well, whether it is a duffel bag in the amphitheater, the sofa in the kitchen, or in a quiet room. If you miss a potted plant, a better office chair, or something else within reason, just say so. We'll fix it.

In the summer of 2020, we moved into newly renovated premises, and here we have plenty of space for everything we need. In our beautiful kitchen we like to have lunch together, take a Friday quiz or fry some waffles. In the amphitheater, we have both game consoles and board games ready for game nights, and whether it is the Olympics, the World Cup or something else you just have to watch, we are happy to sit here with the perfect amount of popcorn. In the summer we can have lunch in the backyard, and we are good at taking ice breaks when needed.

Internal projects

All our online services are developed in-house. If you have good ideas or suggestions, we would like to hear them. Everything we are and have today has once been someone's idea that was built on. For every good idea, many are needed that do not work, and both are equally important in creating new products. In the Bureau, there is a low ceiling to bring new ideas to the table.



03 Perks

Below we have collected some of the perks you get by working with us.

Flexibility

With us you get flexible working hours, and you choose when you want to work your 40 hours during the week. Part of the job consists of various projects and collaborations, which occasionally means meetings. We expect you to also be flexible when it comes to being able to participate.

Pension

All companies are obliged to save 2% of the employees' nestypension - OTP). We would like to invest in our employees and have chosen to increase this saving to 5% of gross annual salary. The savings take place at Gjensidige. You will not be deducted from your salary for this saving, it will be on top of your ordinary salary.

Development pot

Because we want you to be able to stay up to date, inspired and motivated, you have NOK 10.000 available during the calendar year. You can use this pot as you wish, whether it is courses, conferences, subscriptions, books, training or other things that are relevant in a work context. We also want you to give back to the others in the office if you have learned something you think can be useful to more people.

Food and equipment

01 Coffee, energy drinks, fruit and snacks are always available in the office. If you miss something, just let us know!

02 To be able to do a good job, you must have good equipment. What you need of a PC and other equipment to do your job, we make sure you have available.

Fun together

01 Every month we celebrate payday with a lønningspils around payday.

02 Every month we have a game night where the employees take turns bringing a game for the occasion. Which game you choose is entirely up to you, it can be a deck of cards, a homemade board game or beer pong. If there is a lack of ideas, we have both Playstation and Nintendo Switch rigged up in the stands.

03 During holidays such as Christmas, Easter and Halloween, we have communal lunches with lots of good food.

04 We celebrate birthdays or other important occasions with Foodora or cake.

05 The good old team building: Twice a year we have team building activities. Here we do everything from mini golf and ping pong to beer tasting or whatever someone suggests. As with everything else here in the Bureau: if you have any good ideas we would love to hear!

06 We tend to have occasional parties where you can invite your friends. Then we grill in the backyard, book a band or do other pleasant things together.

07 During the summer we have a summer party, and we usually take the julebord in January.



04 Holidays

As far as possible, Nettbureau wants flexibility for everyone, so that you can take a holiday whenever you want. Nevertheless, it is desirable that the company is always staffed during the holiday seasons for the sake of employee training, operation, support, and maintenance of our services.

All employees are entitled to 25 vacation days per calendar year. These 25 days are in addition to public holidays and public holidays. In Nettbureau, you also get free New Year's Eve and Christmas Eve, without it counting as one of the 25 holidays.

Paid days off in addition to your 25 vacation days:

Holidays that have become public holidays in Norway are mainly related to Christian holidays, and these "røde dager" are paid days off with us. If you would rather be free in connection with other religious holidays, you are of course completely free to do so. You control this yourself, and it is possible to have up to 13 days off for a holiday celebration, whether you want to take time off on the days in the list below, or work some of them to take time off on other days.

01 Christmas Eve, 1st and 2nd Christmas Day

02 New Year's Eve and 1st New Year's Day

03 Maundy Thursday, Good Friday, 1st and 2nd days of Easter

04 May 1st - Labor Day

05 May 17- Constitution Day

06 Ascension Day

07 1st and 2nd day of Pentecost

Other:

01 In connection with moving, you get 1 day off

02 Rehearsals in the military are paid

03 Absence due to death and serious illness in close family is of course paid. If this exceeds 16 consecutive days, you must have a sick note.

04 In connection with the start of kindergarten, you will be paid 3 days off for habituation. If your child changes department or daycare, you will be paid up to 2 days off (see more about this below).



05 Home office

Most people find it both pleasant and efficient to work from the office, but some days it is simply best with home office. Or away office. Maybe you want to work from the cabin in Sjusjøen or at home with in-laws in Japan? All right, just remember to check a few things first:

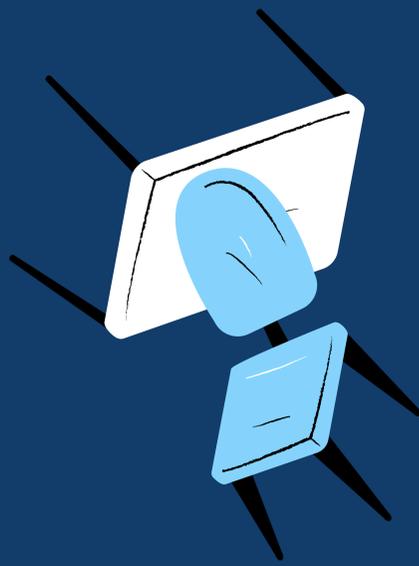
01 Check with those you work with. We want to be flexible and accommodate for everyone, but sometimes we need you in the office.

02 Make sure you have a good internet connection where you are. You must work the same as a normal working day, even if it takes place at a distance.

03 Remember to log in to Slack. Let it be easy to get in touch with you, and let us know if you will be logged off during the day.

04 Double check that you have not been on duty for support or development, and in that case you must make sure that someone else takes your watch.

05 If you know in advance that you will have a home office, enter it in Google Calendar, and inform the others, it will be easier to plan.



06 Family life and work

It is as common as it is tiring to have children. Therefore, as a new parent, you get extra accommodation.

01 You get a tip-top brand new baby bottle of the best quality from our warehouse.

02 When your child starts kindergarten, you get paid 3 days off for habituation. Should the child change kindergarten or go over to the large children's ward, you will be paid 2 days off to help with the transition.

Leave when your partner gives birth

In connection with the birth of a child, the father or co-mother receives 3 weeks paid leave. We want to give all families a little extra time to get to know each other and land in the new life.

Breastfeeding-free

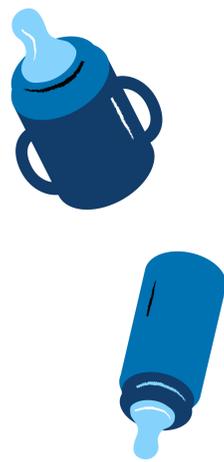
When you return after leave, you have 2 hours of breastfeeding time per day until the child turns one year old, or starts kindergarten. This means that you get full pay, and a two-hour shorter working day. Whether you want to spend less time in the office or breastfeed during the working day, you choose.

Wage negotiations on leave

If you should have your salary negotiation during the leave period, we will schedule it on a date before you go on leave.

Unpaid leave after parental leave

If you want to reduce the position after the end of parental leave, that's fine. We have no time limit for how long you can work less time. Talk to us and we will find a solution that will be good for everyone.



07 Other leave

Unpaid leave

Since we want flexibility for all employees, it should in principle be unproblematic to arrange leave. Apply well in advance and it will be easier for everyone to plan.

Paid leave

If you wish to take paid leave beyond the 25 days off you have, this can be worked in advance of the leave. Remember to record the hours you work extra, so that you can document the hours you have earned.

You have now been given an introduction to what you can expect from us, and a little about what we expect from you. If you have input, suggestions for improvement or other wishes, it is super important that you say so! Only then can we become even better.

