



Remote Playbook



Hello!

From wherever you are reading this we are so happy you're here!

This playbook will explain what Remote means to ATA, how we got here and what it means for our people.

Have fun exploring!

Why Remote

A Brief Background

Like so many companies, in March 2020, ATA transitioned to remote work due to the pandemic. Our Vancouver studio opened when safe to do so, and we realized a few things:

- The majority of our people enjoyed working remotely.
- Our people appreciated the additional flexibility working remotely offered.
- Remote work made us attractive as an employer to talent across North America.

In 2021, we decided as a company that we were never going back to everyone working in one space. We wanted to continue to offer the additional flexibility for our people to work in the way that best suited them. As we still saw a small appetite for a local office space, we moved into a private WeWork space in 2022 to offer our Vancouver people a space if needed.

In 2023, after a year in WeWork and seeing low utilization rates of the space it was clear that the majority of our people preferred remote work. With this we made the decision to go fully remote!



Remote Philosophy

We've created our Remote Philosophy to share the expectations around working hours, productivity and what's important to our culture.

Each team at ATA works a bit differently from the others and it's one aspect of our unique working culture we love so much. To make sure we have some common ground across teams, we have three guiding principles for Remote.

1. We value trust and flexibility over rigid policy.
2. We measure impact, not hours worked. We expect folks to be ambitious on behalf of our company. Don't believe us? Wait until you read about our flexible time philosophy!
3. In the spirit of decentralization, every team is free to create their own remote work norms, as long as they're built around trust and ownership, and are well documented for new members (and others).

So, you're probably asking yourself, how does Remote work?



Let's start here: Choose Your Schedule



We believe that our people can create the best schedule for themselves and their team. We know that each individual is the best person to make their own decisions on how to be productive and how to be available for their team. That's right, you can set and adjust your schedule as long as it works within your team norms.

We expect each individual to be ambitious about their work and their team's success.

We expect each individual to contribute to their team's success.

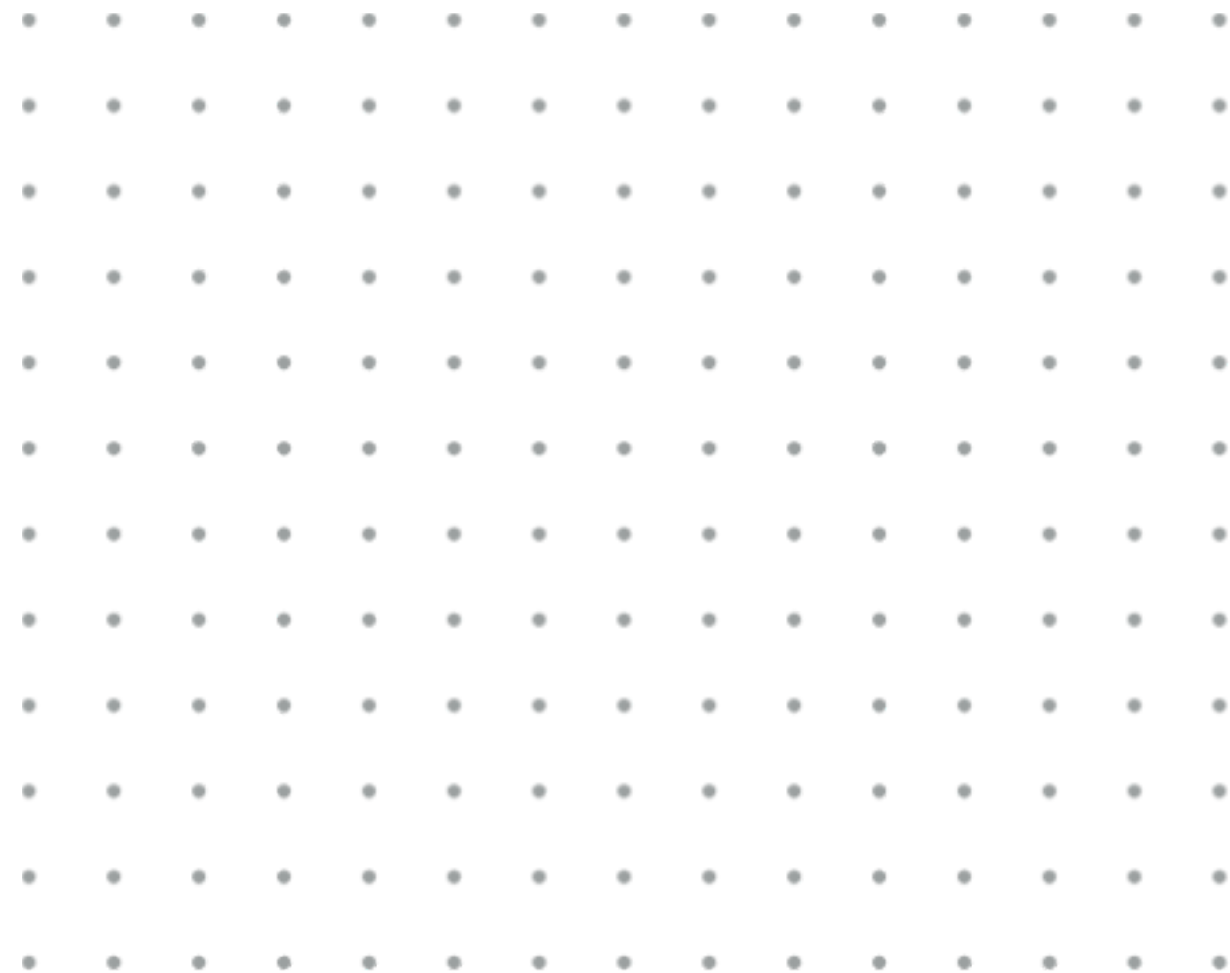
We expect each individual to care deeply about their peers and challenge them directly about how to best work together.

Because of this, we don't track hours, but rather measure success based on outcomes, results and impact. We believe you're the best judge of when you should be working, within the parameters of your team's norms.

We believe a healthy culture means providing our people with the resources, support and flexible schedule they need so they can create their best work and live their best lives.

So far we've seen great success from our people owning their schedules and holding themselves and their teammates accountable for their work.

Flexibility in Where You Work



Did we mention we don't believe in rigid rules? One exciting aspect of Remote is that our people receive the added flexibility in where they choose to work both permanently and temporarily.

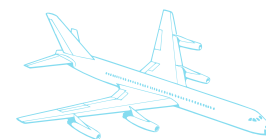
Not only are we able to hire outside of Vancouver, but our people are able to relocate outside of Vancouver or try a working holiday schedule.

Yup, this means you can extend that vacation and work for a few extra days! Fine print details below...



RELOCATION

Full time employees can choose to relocate from the area they first began working for ATA; however, they must discuss the plan with their lead prior to moving to ensure the new time zone and location works for the company and team operations.



TEMPORARY WORK RELOCATION OR TRAVEL REQUESTS

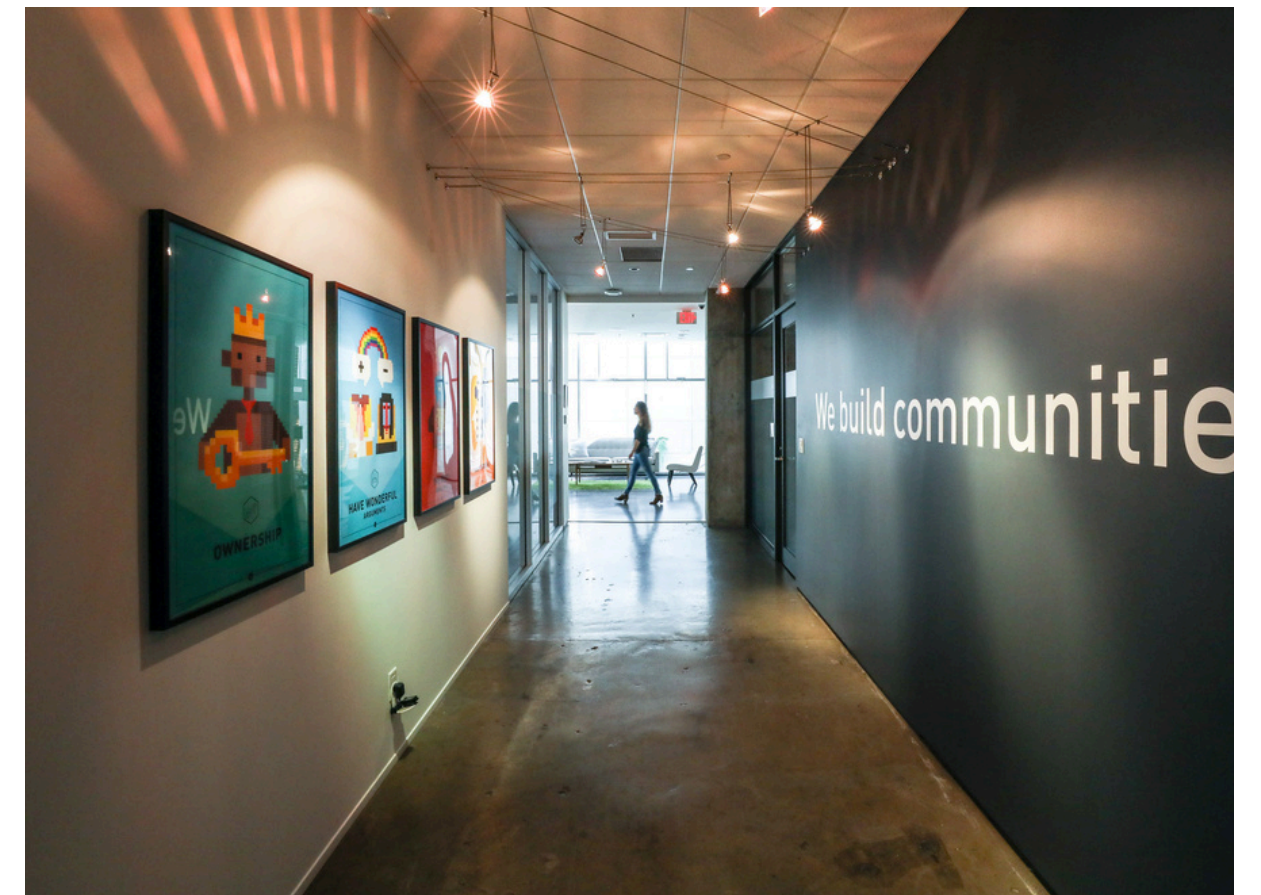
Full time employees can work temporarily from a different city/country from their hometown; however they must present the trip to their lead for approval prior to travel to ensure any aspects of timezones and internet connection etc. will not disrupt workflow.

Compensation and Development

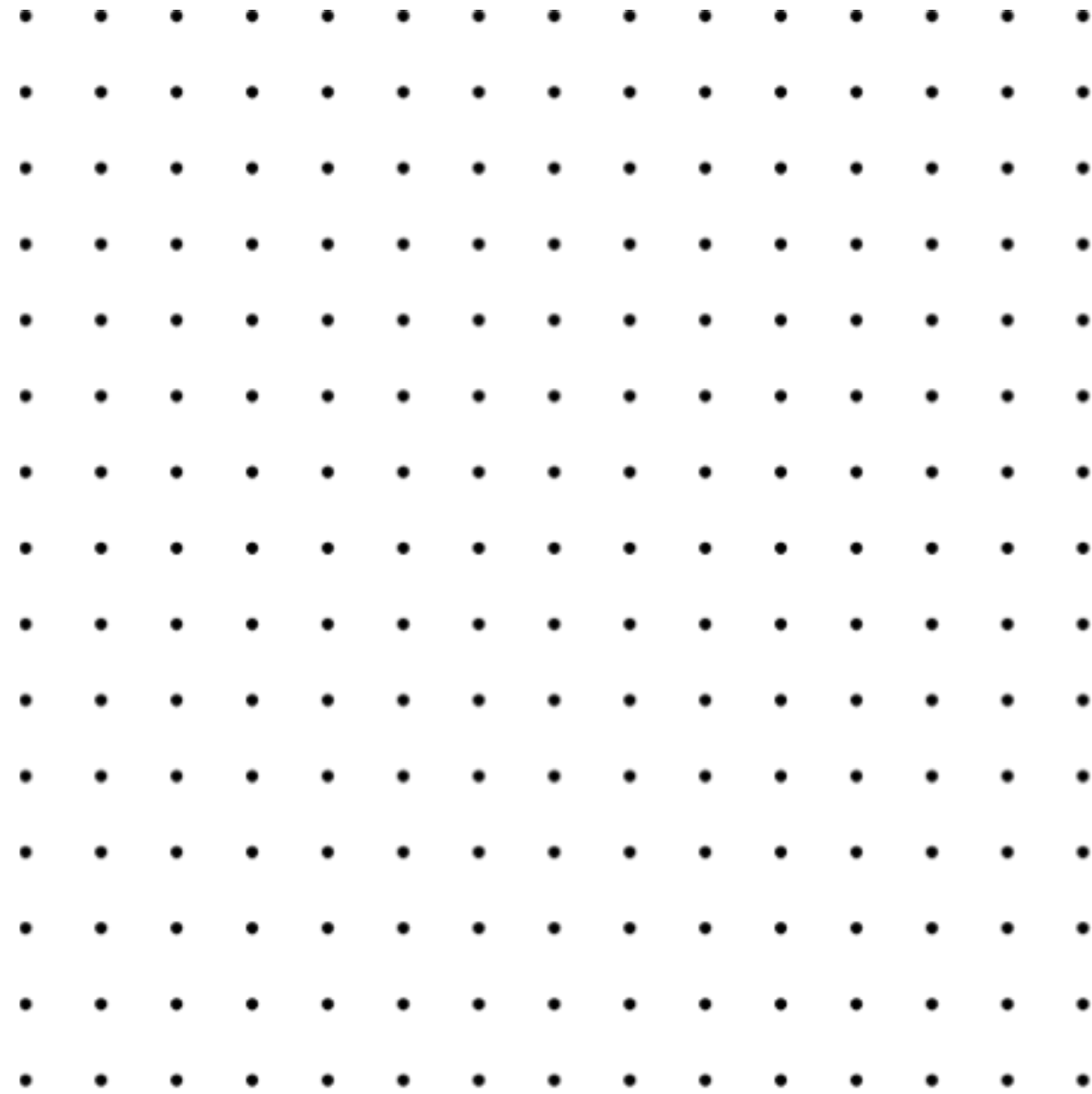
When ATA moved to remote, we reviewed our compensation and growth programs to see if they needed adjusting as we adapted our hiring practices. Of course we wanted to be competitive in all markets and the good news was we already were!

At ATA we believe in striving for high performance which is driven by a continuous performance development approach. Our quarterly performance cycles are maintained through OKR goal setting, continuous feedback, core value recognition, and growth-focused coaching and mentorship.

Our goal is to make sure our compensation is highly competitive. We emphasize compensating our employees as they grow in skills and experience. Compensation is based on roles within the Vancouver market as the city brings industry competition along with higher living expense due to the desirability of the city.



Wellness and Benefits



EXTENDED HEALTH BENEFITS

All full-time employees receive extended benefits. Depending on your location your benefit package can look different than others based on what is offered; however packages are as similar as possible. Mental wellness benefits are provided as well. If you are planning on moving please consider that benefit coverage could differ based on what is offered in that area.



HOME INTERNET REIMBURSEMENT

Our people receive a set monthly internet reimbursement.



MOBILE PHONE

A monthly set amount can be reimbursed for those approved to use their mobile for work purposes. Those approved have a \$200 mobile upgrade benefit available every 3 years.



WELLNESS BENEFIT

Full-time employees receive \$250 annually to spend on wellness equipment, classes or support to encourage healthy minds and bodies.



PARENTAL TOP-UP

Full-time employees have the option of 10 paid days' leave at 100% of salary or up to 16 weeks of maternity/parental top-up during which your EI payment (applicable in Canada) is topped up to 100% of your salary when taking 12 or fewer months of total maternity/parental leave.

Small print: Only internet reimbursement provided to coop students during term.

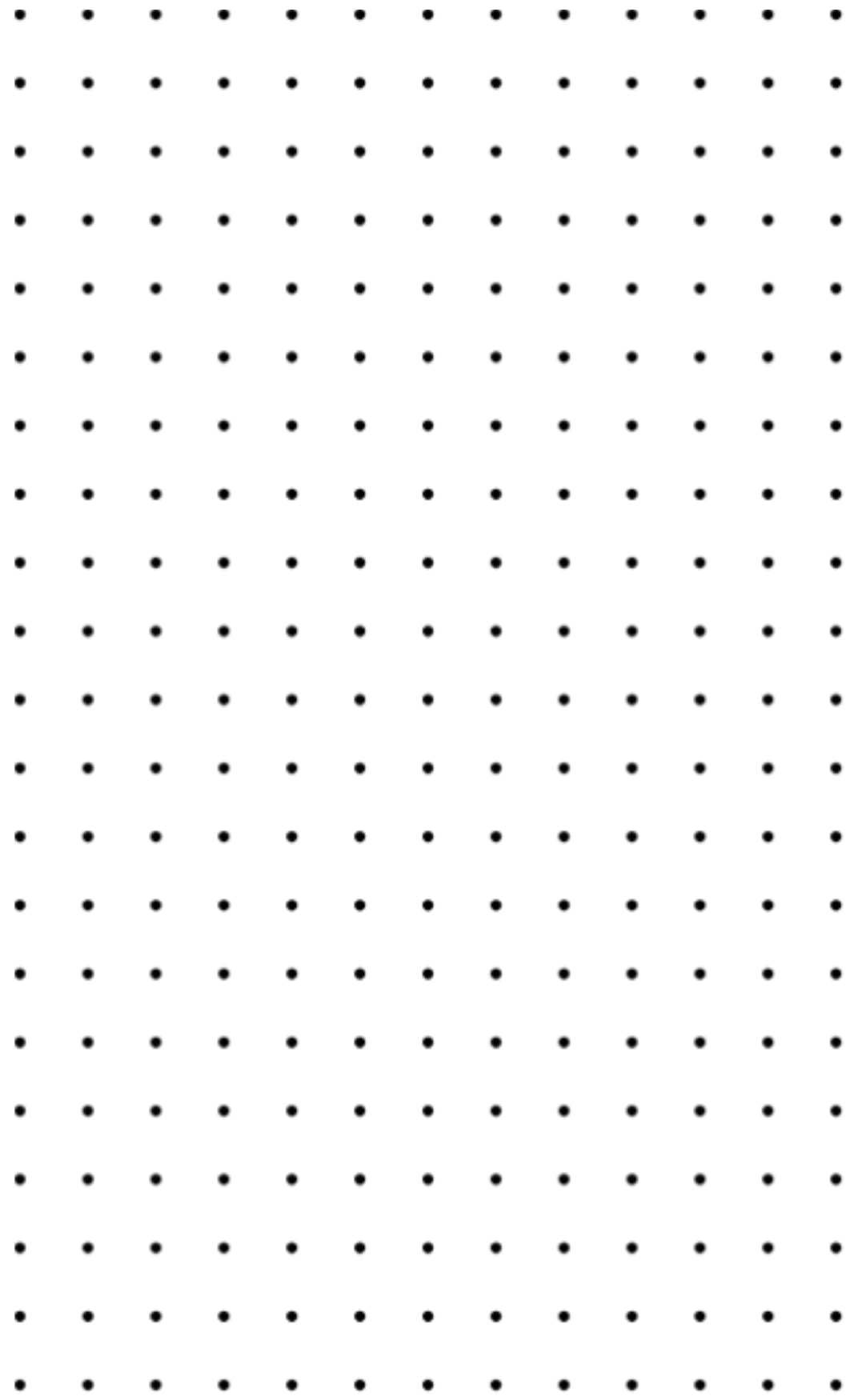
Equipment

We believe it's super important to productivity and health to have a comfortable and ergonomic workspace set up at home. For this ATA provides each new hire with a budget to purchase items we feel are essential to create such a space. Our essentials included:

- Desk
- Chair
- Keyboard
- Mouse
- External monitor (optional)
- Headphones (optional)
- Footrest (optional)
- Laptop stand (optional)
- Backrest (optional)

During our onboarding process, a member of our people team will assist with your equipment requirements. Tips and tricks will be provided to ensure you are setting up the best space possible within your home!





Stay Social

We get it, sometimes remote work can get lonely and isolating and a huge part of our culture is socializing and connecting. To ensure we keep our social nature we have some traditions in place to stay connected. All events are optional to join.

TEAM STAN UP MEETINGS

Our teams get together each week to discuss tasks, goals and timelines. It's not all serious though, this is great opportunity to meet team members, play games in breakout rooms and congratulate each other on wins!

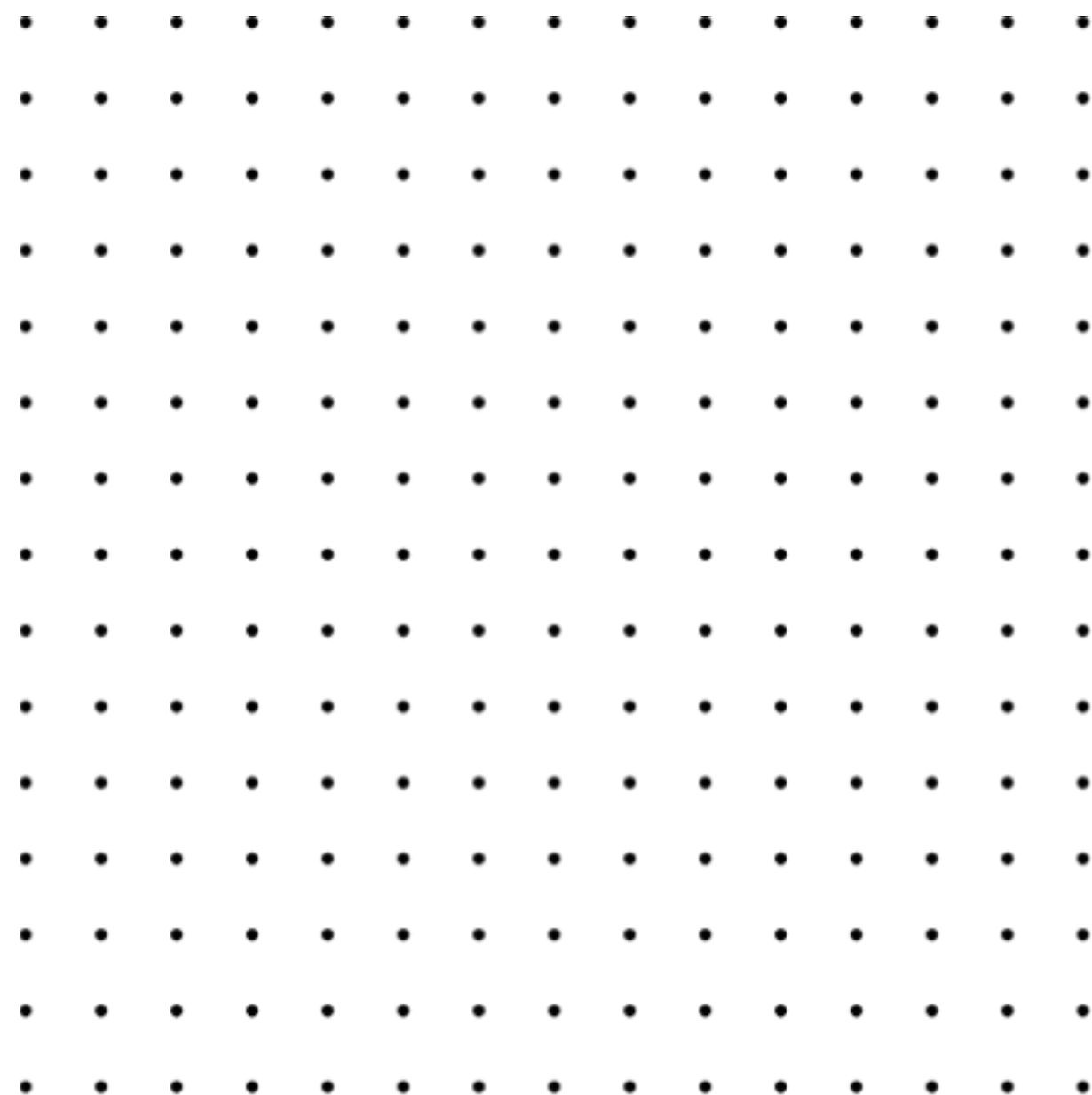
REGIONAL GATHERINGS

Each quarter our employees in Vancouver, Alberta, Toronto and Montreal have the chance to meet-up at a regional gathering. Could be bowling, picnic in the park, trivia night or a night at Midevil Times!

ANNUAL COMPANY SUMMIT

Every Spring, we gather the entire team in Vancouver to celebrate the successes of the previous year and plan for the next. After our work sessions, its time to party it up at our celebration dinner!

Connection Tools



GOOGLE MEET

All company virtual meetings are held on Meet as well as the majority of team calls. Get your best background options ready!



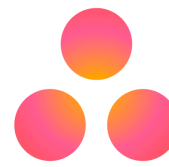
SLACK

We use Slack as our main company communication system, but let's be honest... we have over 500 channels and they are both work, food and fun related.



DISCORD

Some teams choose to use Discord as another form of communication or way to play games during social hours!



ASANA

Project management at it's finest! Many of our teams use this platform to stay connected on various projects.



NOTION

We believe documentation is the key to asynchronous communication and have chosen to use our Notion wiki as our single source of truth.

The End

Get it touch and check out our ATA social pages!

