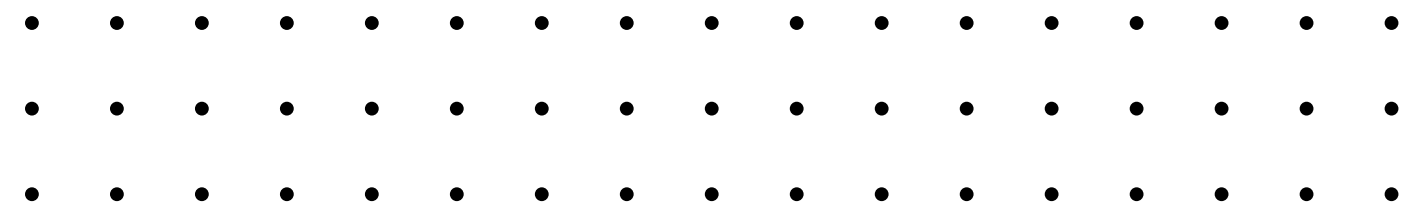
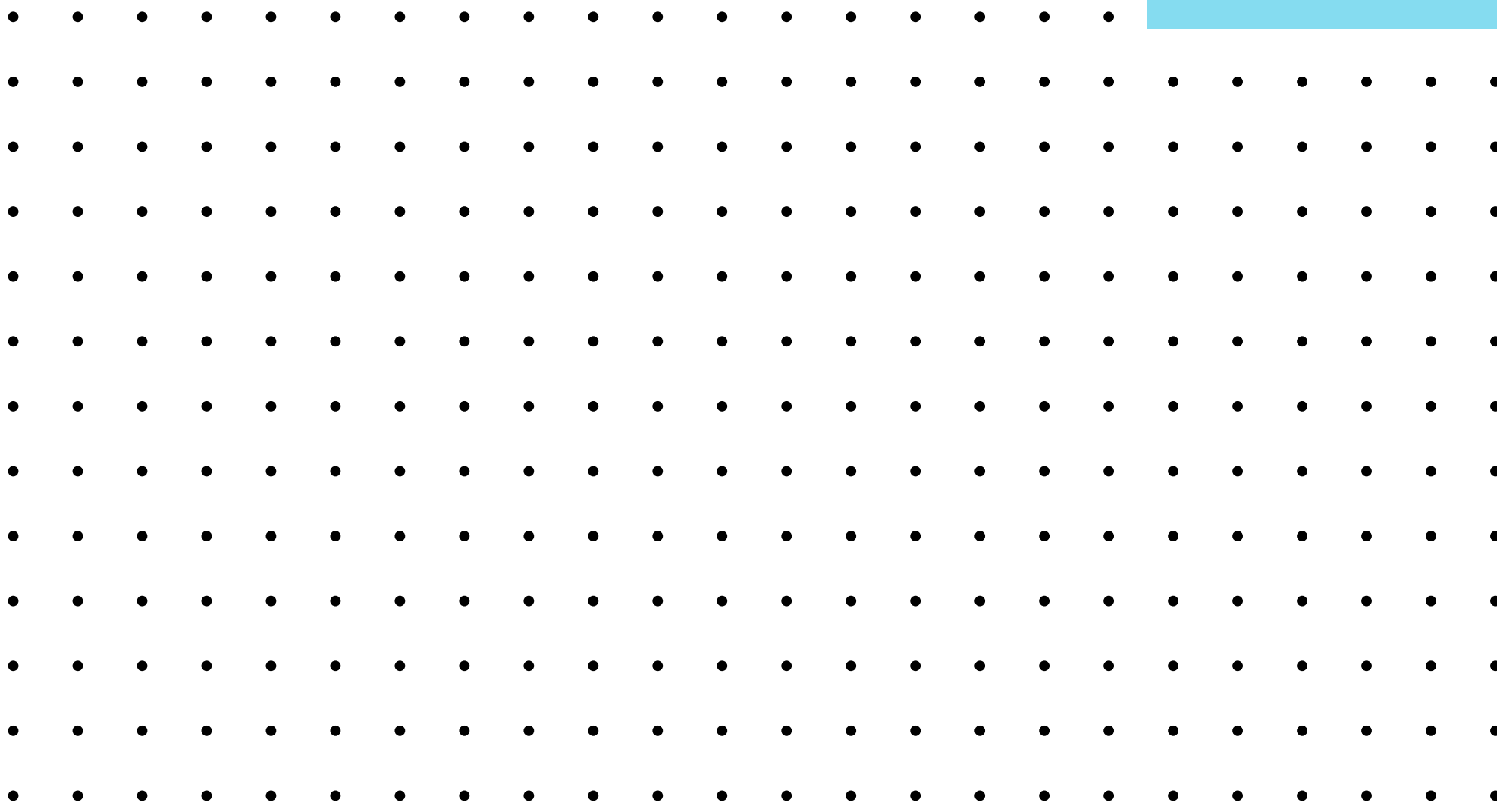


Remote- First Playbook

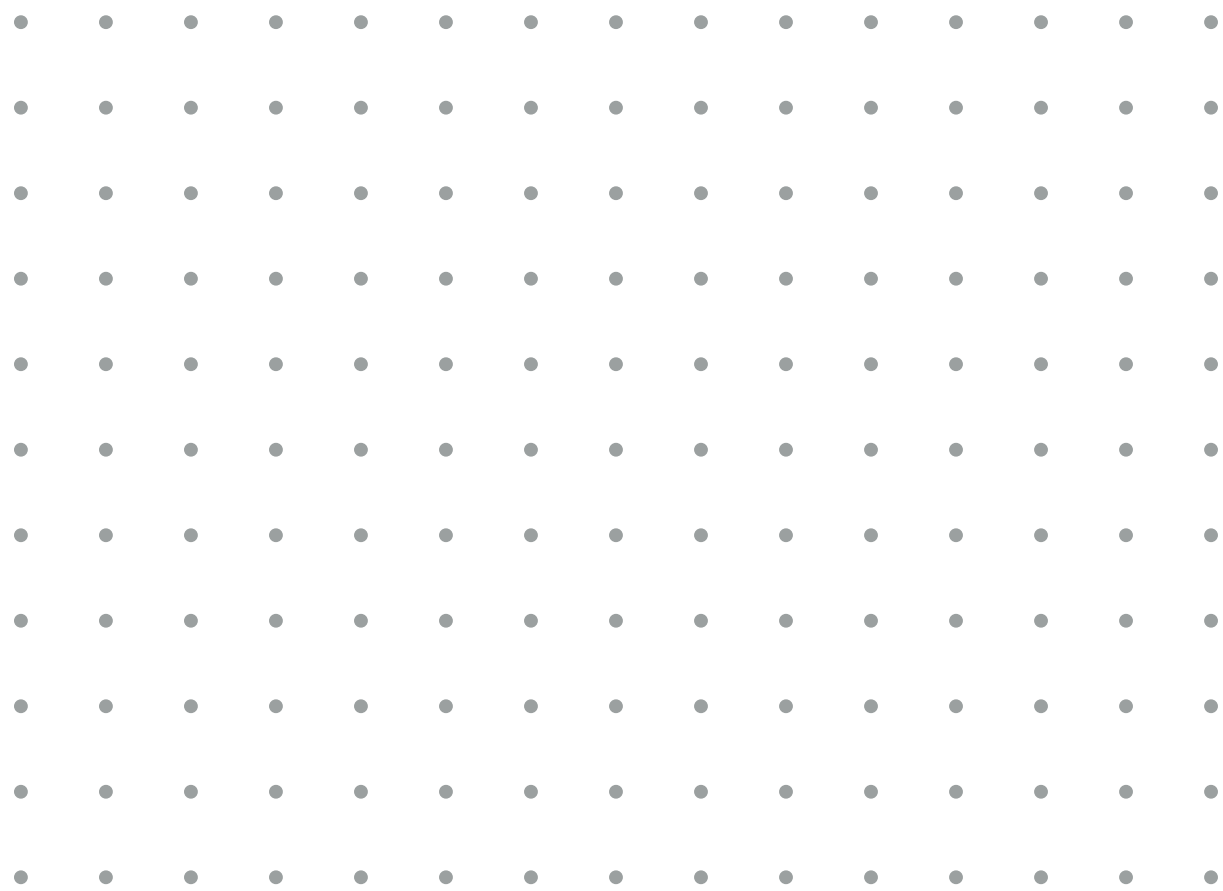


Hello!

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

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

Have fun exploring!



Why Remote-First

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:

1. The majority of our people enjoyed working remotely.
2. Our people appreciated the additional flexibility working remotely offered.
3. 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 an appetite for a local office space, we moved into a private WeWork space in 2022 to offer our Vancouver people a space if needed.

Based on what our people expressed, we felt remote-first was the best option for the company and for our people and we are excited about the future!



Remote-First Philosophy

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

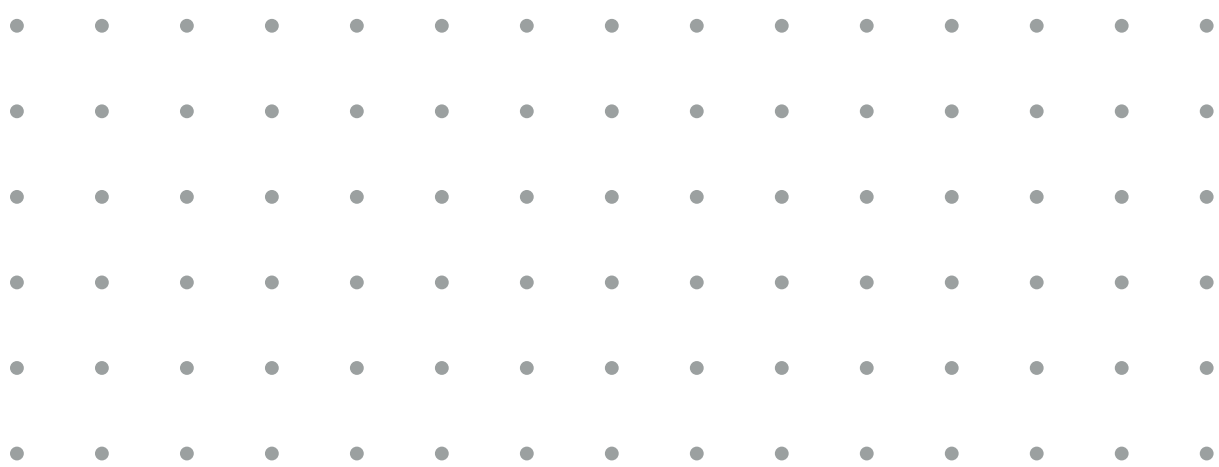
Each team at ATA works a bit differently from the others and it's one aspect of our unique working culture we love so much. To make sure we have some common ground across teams, we have three guiding principles for Remote-First.

- 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-First work?



Let's start here: Choose Your Schedule



From our Ownership core value comes the belief 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 believe in growth; we expect each individual to be ambitious about their work and their team’s success.

We believe in the best ideas winning; we expect each individual to contribute to their team’s success.

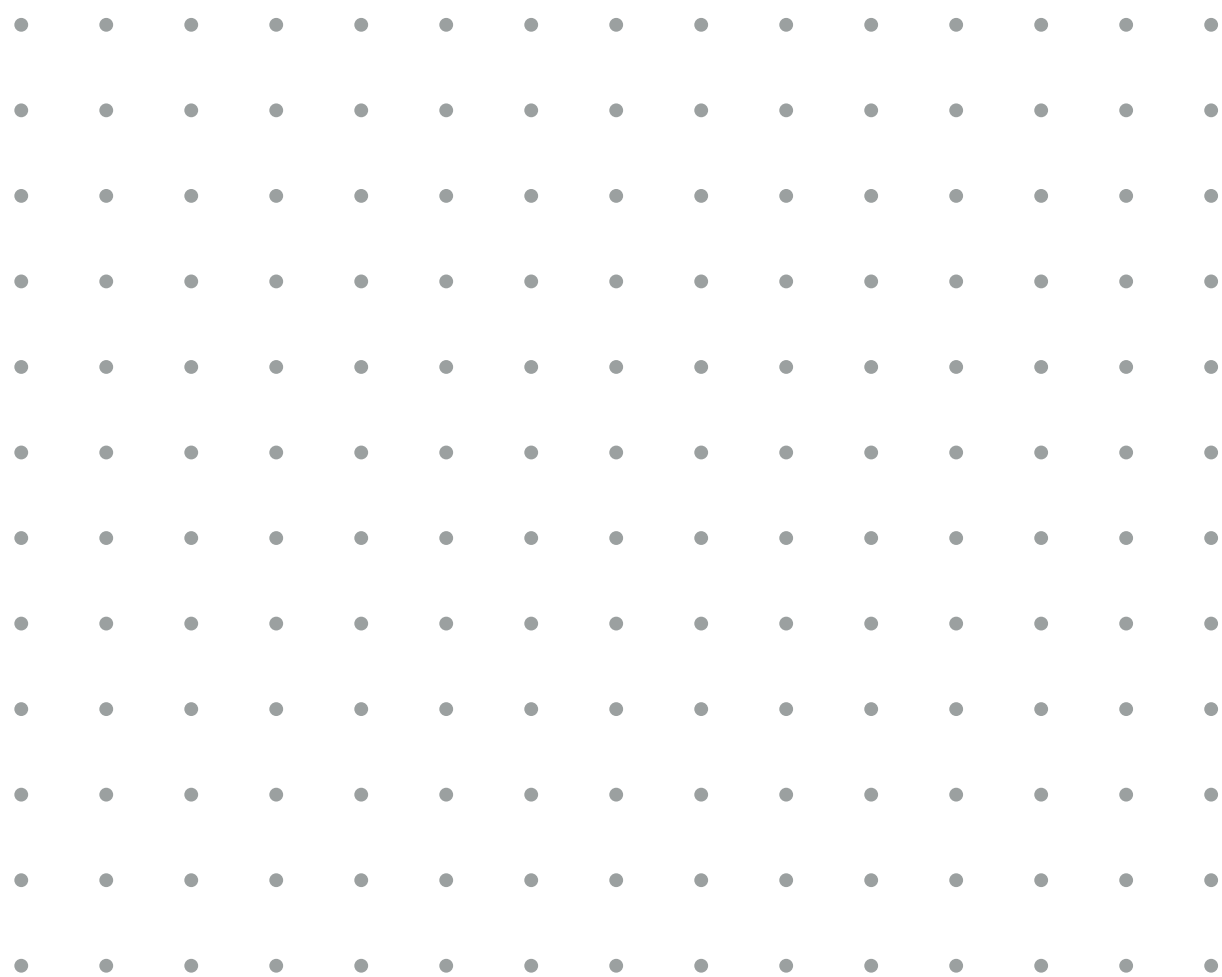
We believe in having wonderful arguments; we expect each individual to care deeply about their peers and challenge them directly about how to best work together.

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.

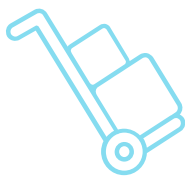
Flexibility in Where You Work



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

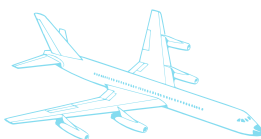
Not only are we able to hire outside of Vancouver, but our people are able to relocate outside of Vancouver or try a working holiday schedule.

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.

ATA @ WeWork

As the majority of our team was enjoying the benefits of working from home, in April 2022 we made the decision to move out of our Vancouver studio space and into a private WeWork space.

Our WeWork office is located in Downtown Vancouver and offers many fun amenities to our team including gym access, bike parking and repair station, coffee/tea, kombucha on tap, weekly activities, various common areas and kitchens to work and hang out in, as well as the fun vibe and meeting new people while working!

We currently have a 14-person space that is working well. We will continue to evaluate what style of office space our team needs and adjust as we grow.

As the majority of the team is located in Vancouver, we only offer one WeWork location. It's a great space for our team to meet and build community.

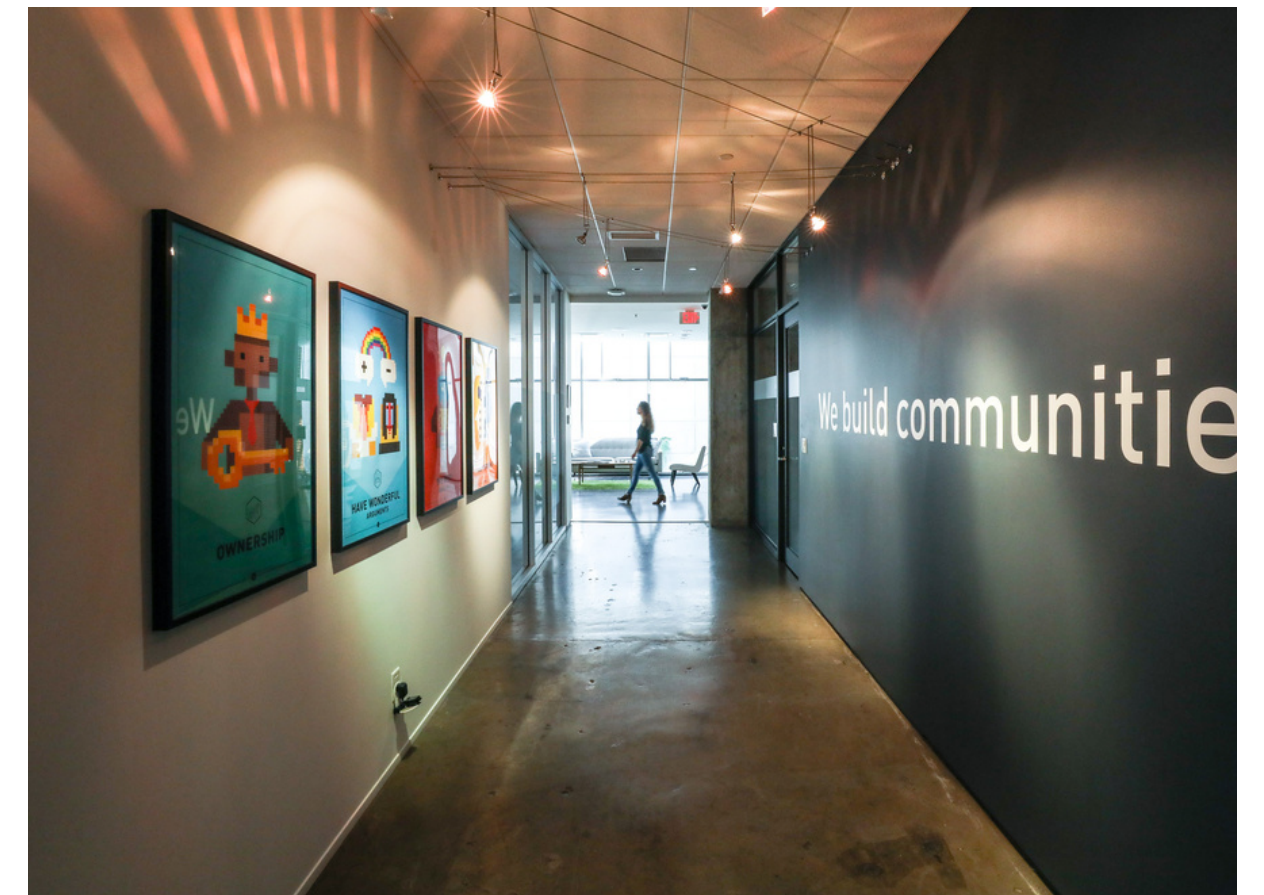
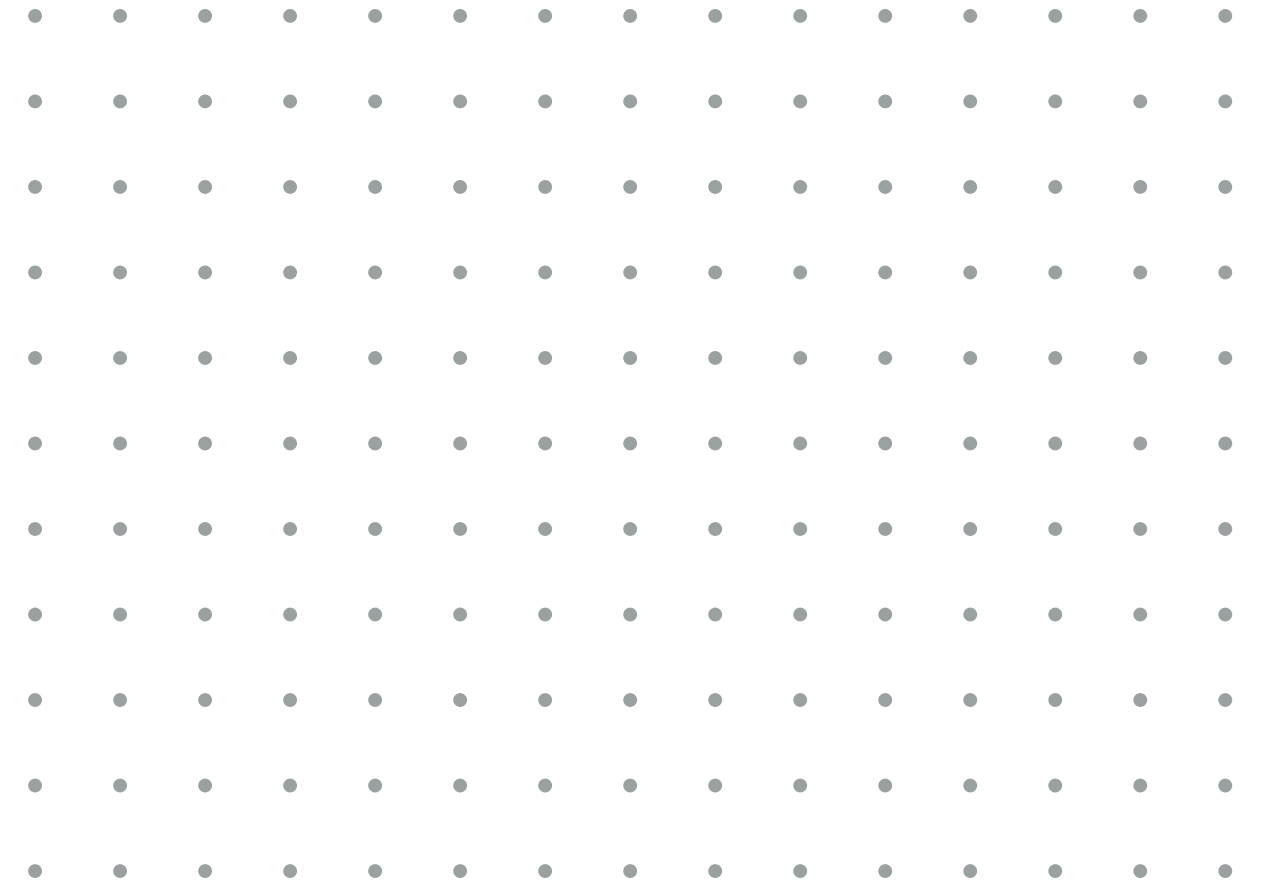


Compensation and Development

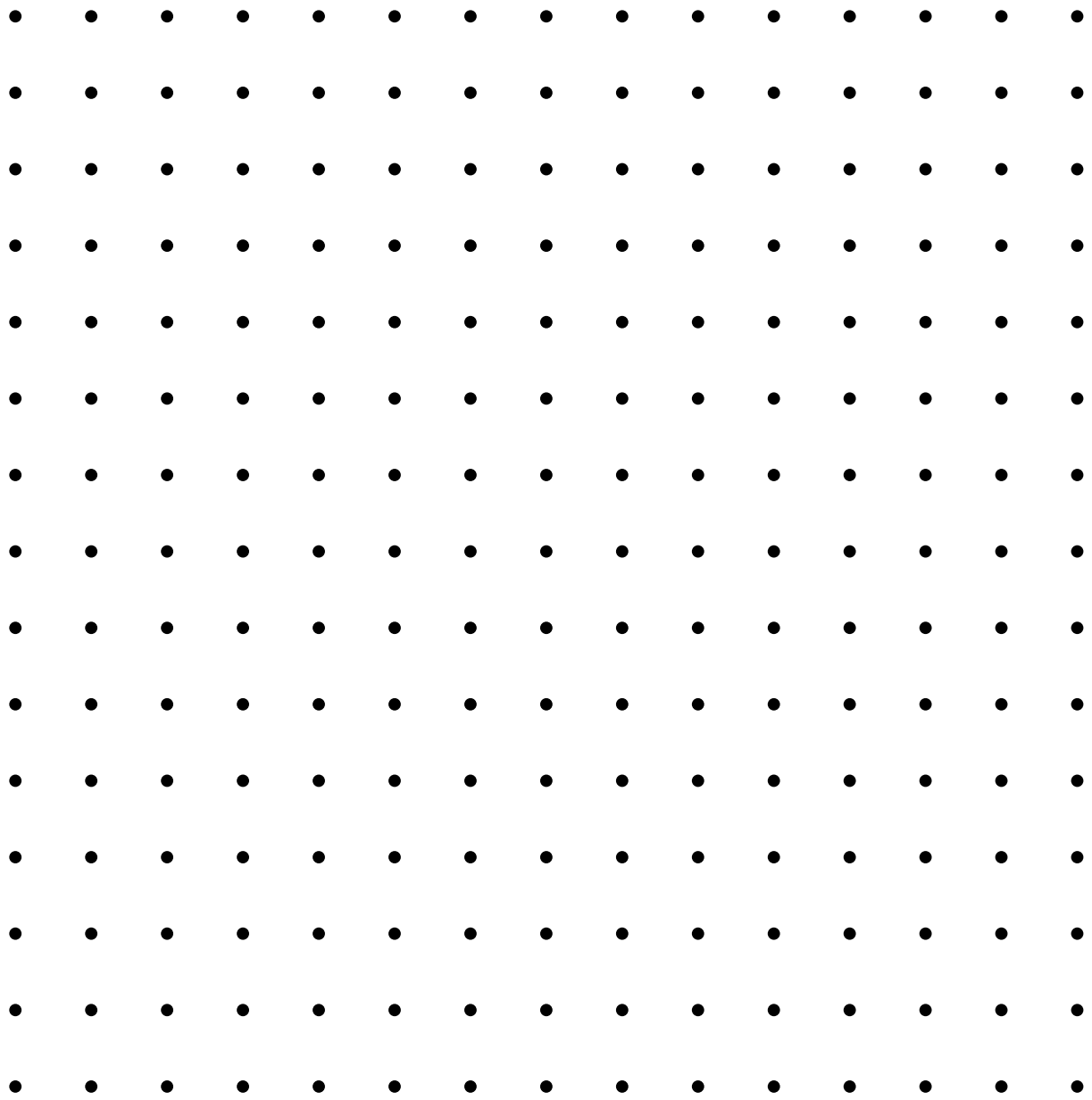
When ATA moved to remote-first, we reviewed our compensation and growth programs to see if they needed adjusting as we adapted our hiring practices. Of course we wanted to be competitive in all markets and the good news was we already were!

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. In light of our core value of keep growing, 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.



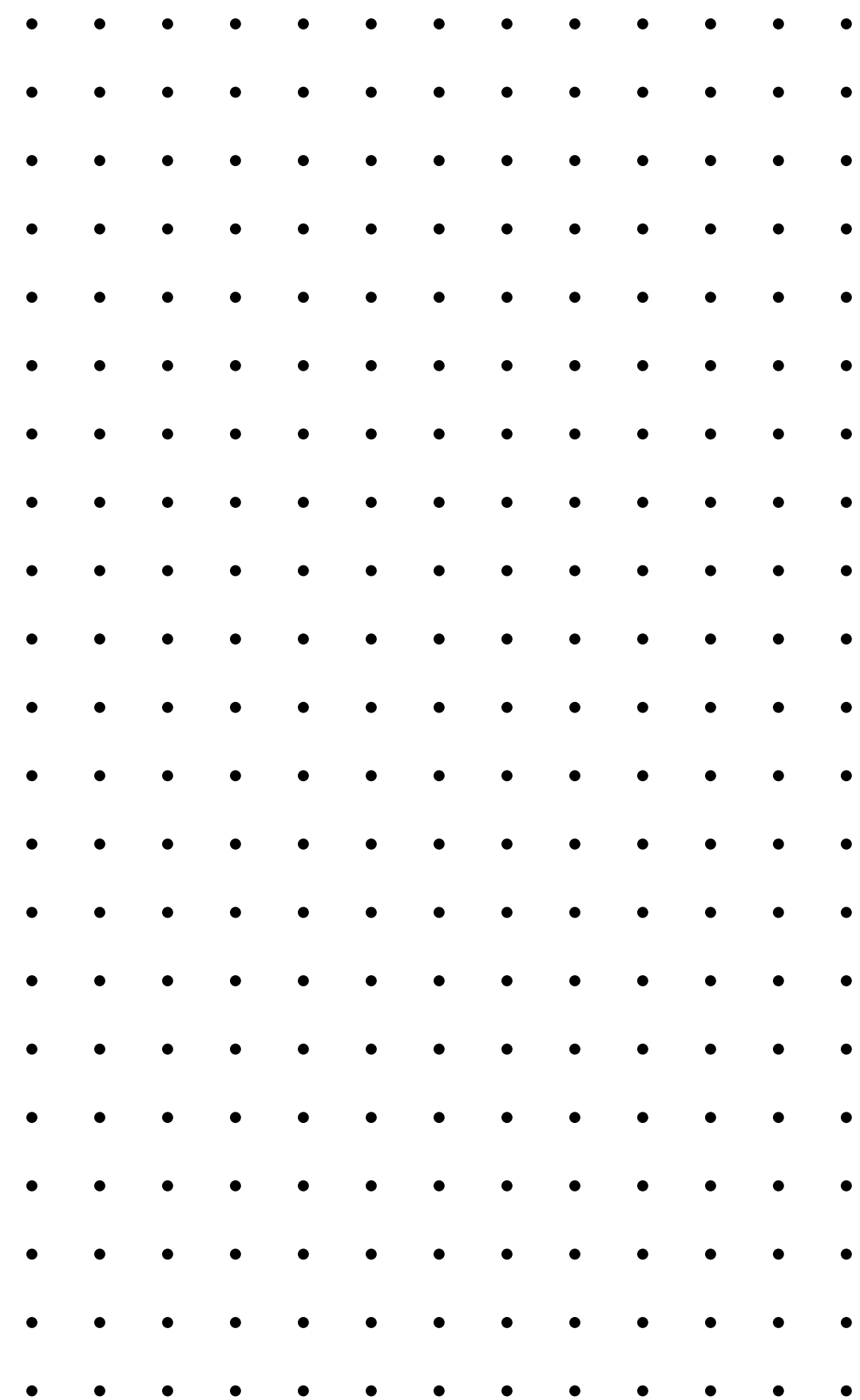
WELLNESS BENEFIT

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.



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.

MONTHLY VIRTUAL CELEBRATIONS

Every month we have a virtual company gathering to celebrate those who are celebrating a birthday, anniversary, promotion or our Golden Banana peer-to-peer recognitions.

ANNUAL PARTIES

Every summer and winter season we get together to blow off some steam and have a good time. Our remote team is brought in for the celebration as well. Get ready to party!

QUARTERLY EVENTS

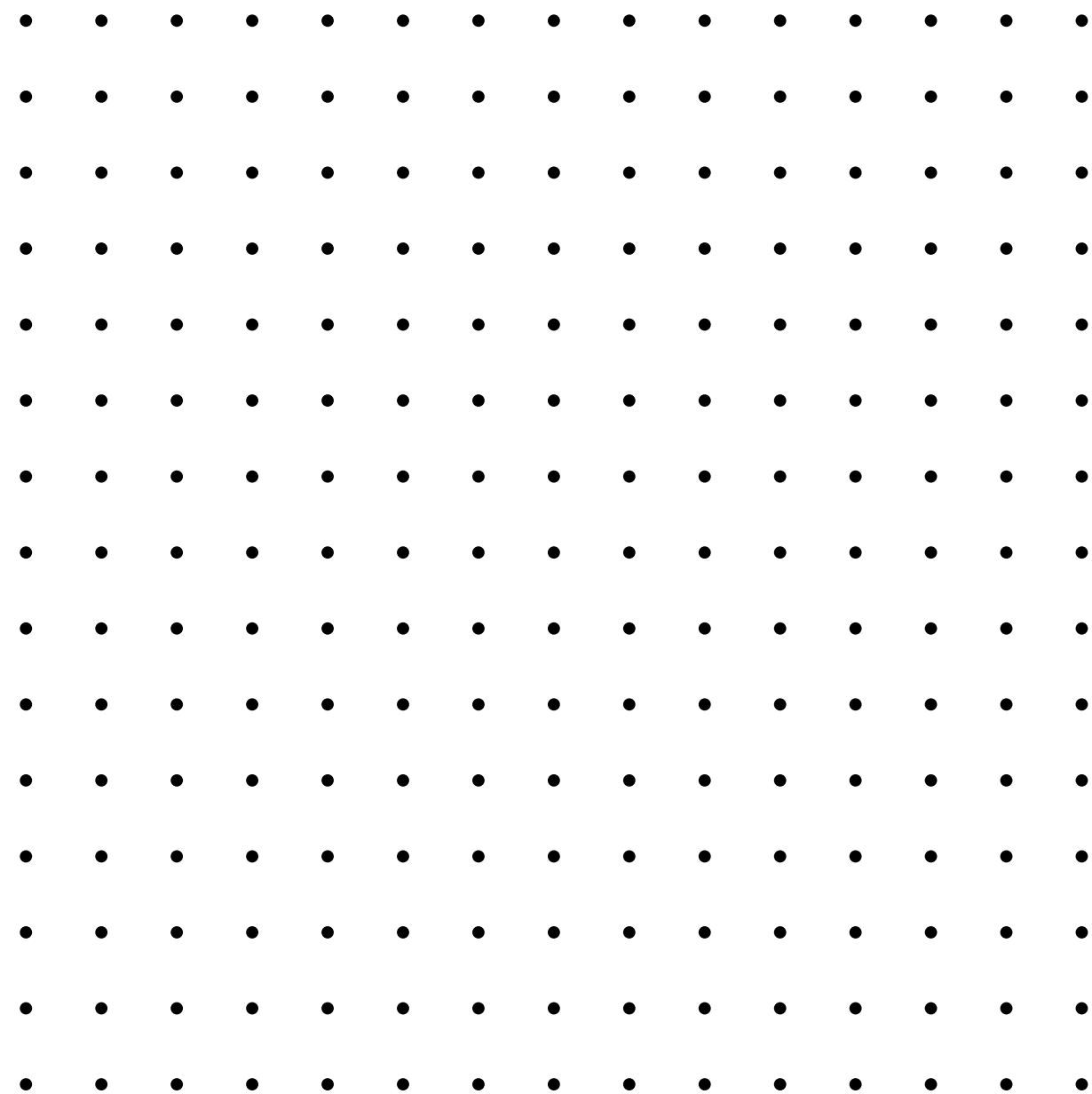
Each quarter we have a virtual or in-person event where the team can meet and hang out. Sometimes we have an activity and sometimes it's just a park hang.

CHEERS O'CLOCK

Every Wednesday at 12pm (PST) there's an open virtual call for those that want to join to say hello, share their week and maybe share lunch.

So much more..... We always have a few surprises on how we can stay connected. We Build Communities!

Connection Tools



ZOOM

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



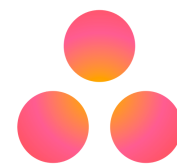
SLACK

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.



Thank you!

Get in touch with questions to ingrid@athinkingape.com.
Make sure to
check out our company social pages!

