



WalkSmart

The Anti-Handbook Handbook



Employee Introduction Document

July 2020



Introduction

The Anti-Handbook Handbook

We're WalkSmart. We're changing the world. We're willing to rethink everything.

We're a high tech company unlike any other high tech company. We're a mobility company unlike any other mobility company.

We're different and we like it that way. Being different allows us to do what no one else is doing; to do what others tell us is impossible.

If you're looking for a traditional employee handbook filled with policies and rules, you won't find one. Policies and rules tell you where the bottom is - they tell you how poorly you can perform before you get shown the door. That's not us.

We prefer to have incredibly high standards and to hire exceptional people who enjoy pushing themselves to perform at the highest levels every day. We want to surround ourselves with people driven to do the right things and act with integrity even when no one is looking.

Is this you? If so, we're glad you're here and we look forward to doing amazing things together. If this isn't you, you'll be more successful somewhere else. We don't mean to sound harsh; it's just the truth.

Some of Our High Standards

If you're reading this, you're probably new to WalkSmart and have questions about how some basic things play out around here. Here's what we think you need to know to get started. As for everything else, such as information about our pay policies, meal and rest breaks, time off, and leave policies, check the Intranet or ask.

Trust

We give everyone who joins our team a lot of trust and responsibility. We operate with the assumption that everyone will do the right thing, including you. The truth is some people have violated this trust or ignored their responsibilities. We won't change our approach because of the few who have let us down. Instead, we let them go.

Communication

Anyone at WalkSmart can and should email or talk to anyone else according to what they think is the fastest way to solve a problem for the benefit of the whole company. You can talk with your manager, you can talk to your manager's manager, you can talk to anyone without anyone else's permission. Moreover, you should consider yourself obligated to do so until the right thing happens.

Job Duties

It's your responsibility to understand what's expected of you. Your manager should explain your responsibilities and what's expected; however, if you are unclear at any time, ask. "No one told me" is an excuse that will never fly here.

Your #1 job - everyone's #1 job - is making this company a success. If you see opportunities to improve the way we do things, speak up even if these are outside your area of responsibility. You have a personal stake in WalkSmart's success so make suggestions and share your ideas. Your good ideas mean nothing if you keep them to yourself.

Goals and Feedback

You and your supervisor are encouraged to discuss your job performance and goals on an informal, day-to-day basis. If you would like feedback or any other input from your supervisor, take initiative and ask.

Do not wait for your supervisor to initiate a conversation or for a company-initiated review process to get the feedback you need to perform at a high level.

Safety

Safety is really important to us. We want you to go home every day in the same condition you arrived.

We believe the best way to create a safety culture is to ask the really smart people working here to use good judgment and common sense. This means:

- Being safety conscious at all times.
- Complying with all safety policies and procedures, including wearing required protective equipment. (Trust us, if we've created a policy or rule, it's only because it was absolutely needed. We don't have arbitrary rules.)
- Never performing a job that you feel is unsafe.

- Keeping work areas clean and walkways free of obstructions, especially in production areas.
- Communicating with others if you see safety issues.
- Reporting unsafe or hazardous conditions to the Environmental Health & Safety Department.

Attendance

If you're the kind of person who holds yourself to the highest standards, our "attendance policy" is exactly what you'd expect it to be: Be the kind of person your team can rely on. Be here when you're supposed to be here. We need you. We can't get things done when you aren't here.

If you can't be here, notify your supervisor as soon as possible and talk about what's going on. Your supervisor will be reasonable and respectful if you are.

If you can't be reliable, this isn't the place for you. You'll be asked to leave (and it might not be a choice).

Tardiness

"You're tardy" is something kids are told in school. This isn't school. Plan to be here on time, ready to start work when you're scheduled. Traffic accidents happen, we get that but they don't happen every Monday during football season.

Sick Days

If you're sick, stay home. Don't get the rest of us sick. Contact your supervisor by any means possible as soon as you can, ideally before you're scheduled start time. If you've accrued Paid Time Off (PTO) use it and you'll be paid for that day.

Vacations

We know you need time off so schedule it in advance, get your supervisor's approval, and then take it. Use your PTO - that's what it's there for.

Keep in mind that every vacation request can't be accommodated. Others may have already requested the same days off or critical deadlines may create vacation blackout periods.

No Call, No Show

Our assumption will be that if you don't call and don't show up for work, you're a jerk. You better have a really good reason for not letting us know why you didn't come in or you're out of here. One time is enough.

Outside Employment

You may hold a job with another company as long as you perform your job here well and you aren't compromising anything confidential or proprietary.

We won't cut you any slack because you have another job - you will be judged by the same standards as everyone else. If your other job interferes with your performance, you may be asked to terminate that job if you wish to remain with WalkSmart.

Stupid Stuff

If you do something stupid, depending on the circumstances you may be coached and given another chance or you may be asked to leave. We can't afford to waste our time dealing with stupid stuff when we have so many important things to get done.

If you need them, here are some examples of stupid things people do:

- Stealing or deliberately damaging company property.
- Disclosing confidential information.
- Harassing or bullying others.
- Physically hurting someone or threatening violence.
- Possessing illegal drugs.
- Possessing explosives, weapons or firearms.

The list could go on and on. If you think you're the kind of person who might do something that could be on a list of stupid stuff, do us all a favor and leave now.

Fun

Make sure you're having fun at work - meet new friends, push yourself in new ways, try new things. If you aren't having fun at some level, you'll be unhappy. We don't want that. We want you to work hard, love what you do, and have fun.

Moral of the Story

The theme of the above standards is simple: just behave like the sort of person you want as your co-worker. Treat everyone like you want to be treated. WalkSmart must be the kind of company where people look forward to coming to work in the morning. Life is too short for anything else.

Resolving Concerns

We want to provide a positive working environment and treat people as the individuals they are.

If you have a concern, please speak freely and openly with anyone you think can help evaluate and resolve the issues. If you aren't sure who to talk to, contact Human Resources. We will always do our best to provide a healthy, fulfilling, productive, and amicable workplace.