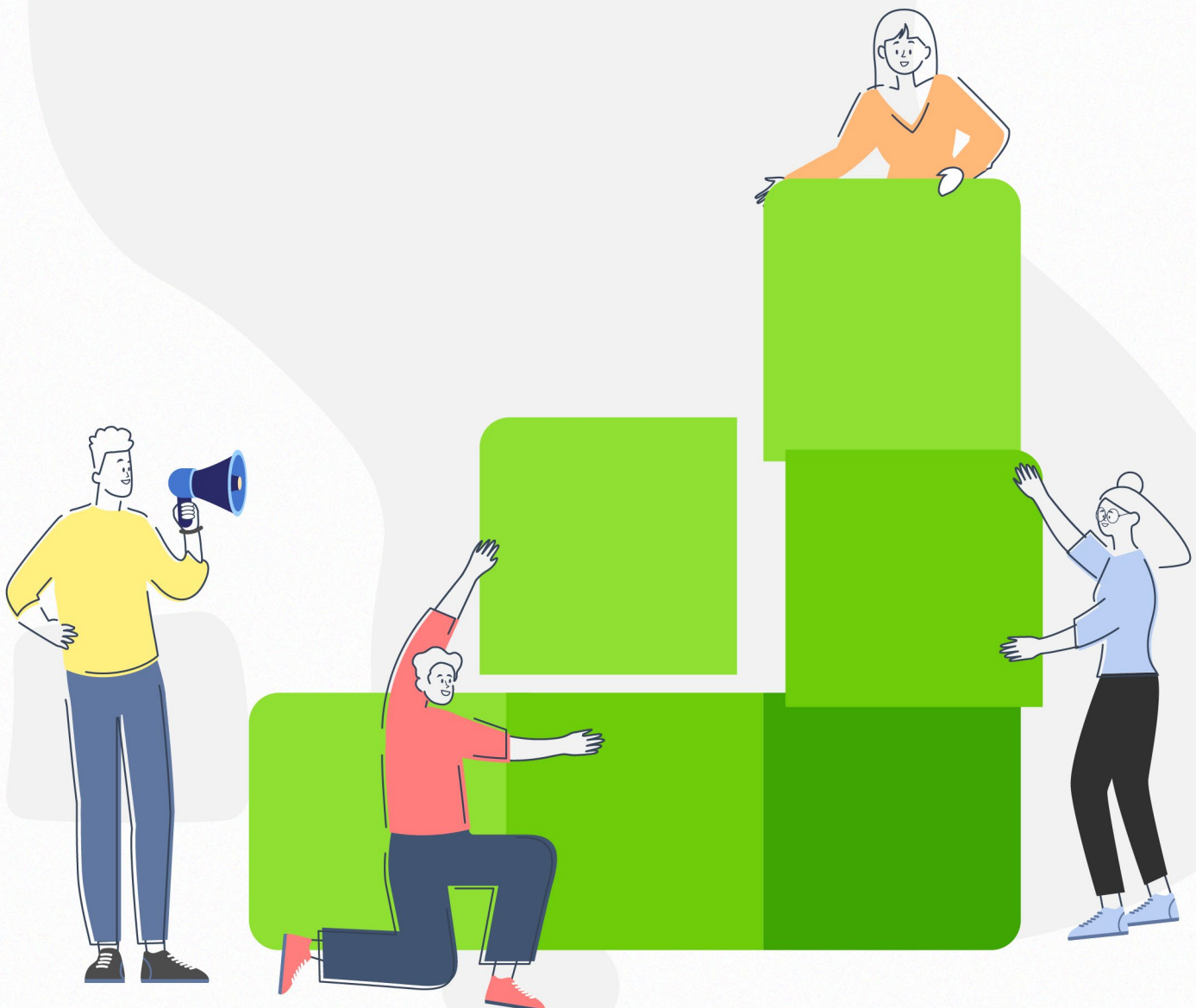# Employee
Handbook

It's probably your first day in Evistep.
First of all, feel **free**.
Only then, welcome to the team.

We are very **happy** to have you as our
team member.

Sit back, look around you. This is where
you are going to **advance** in your
career for the time being,
(: hopefully for a long one too :)
And we are going to help you with that.
We hope you will help us grow too.

Now let's dive in and **learn more**
about us.

Welcome to
Evistep

About Us

Evistep is a software and game development company. We develop our own products, work for outside clients and provide outsourcing services, such as B2B and SaaS.

Evistep was founded in 2015. It currently has around 100 employees and is constantly seeking new talents. At Evistep, there is always a place for talented and aspiring people.
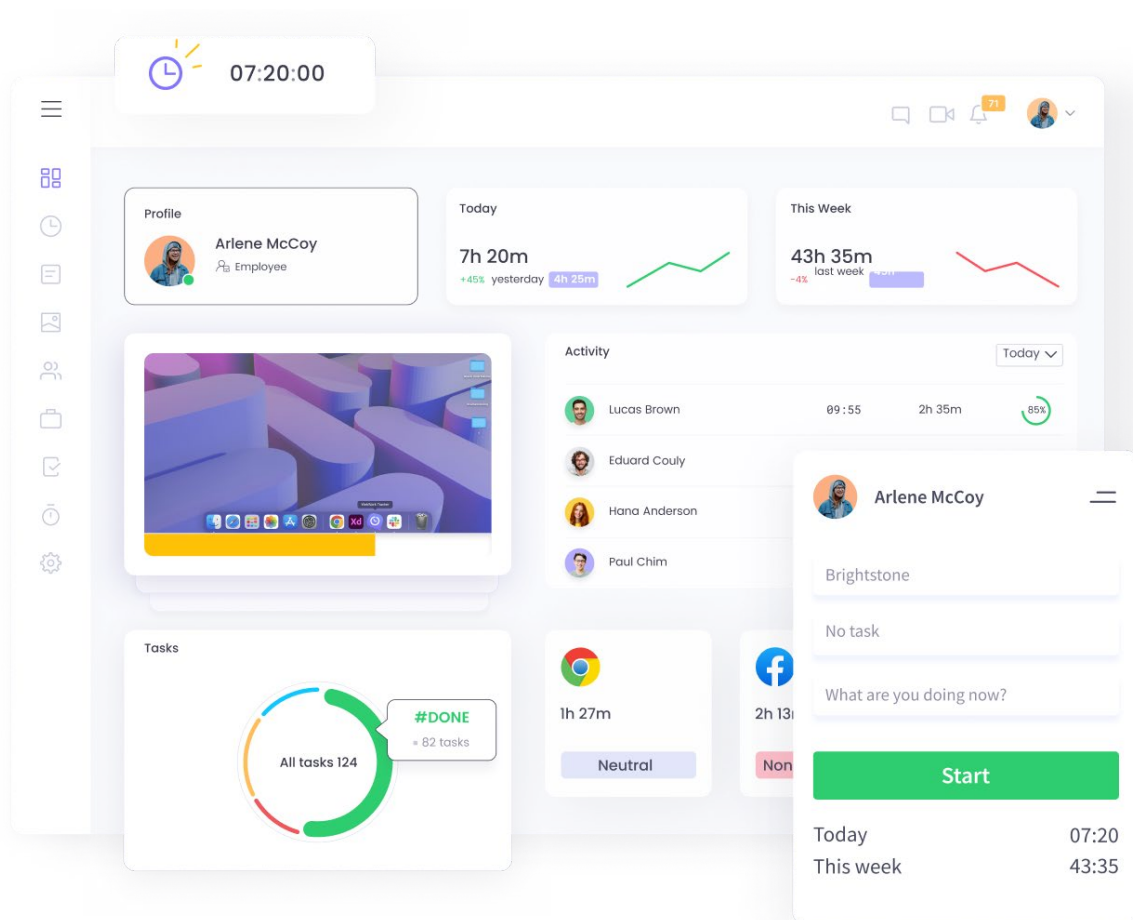
At Evistep we value desire to learn, to grow professionally and support the company along the way.

Our current biggest projects

WebWork

[WebWork](#) is our biggest product as of now. It is a time tracking software aimed at improving productivity. The tool also functions as a task management and a communication platform. Currently WebWork has 51k users.

EVI GAMES

[EviGames](#) is a game platform with games ranging from racing to puzzles, with the main focus on simulators. The services we provide, include AR & VR games, simulation games development, 3D & 2D mobile game development.
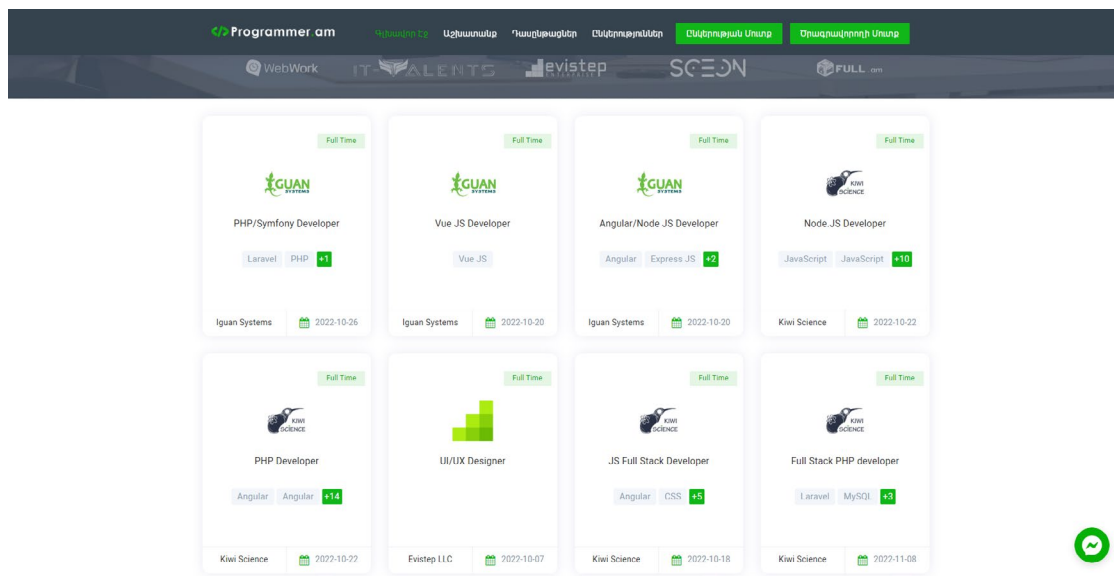
Overall Downloads: 100M+
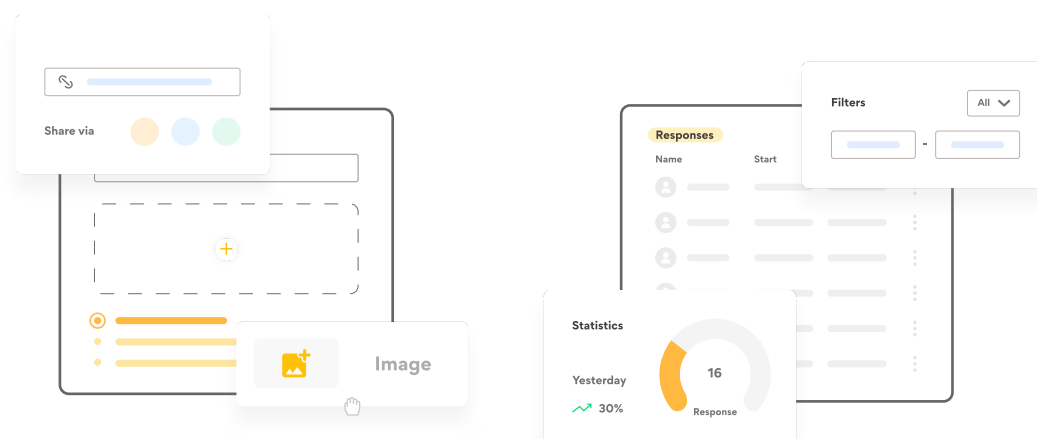Most Popular Game: 10M+ downloads

</> Programmer.am

Programmer.am is a job marketplace for programmers that connects companies with IT professionals.
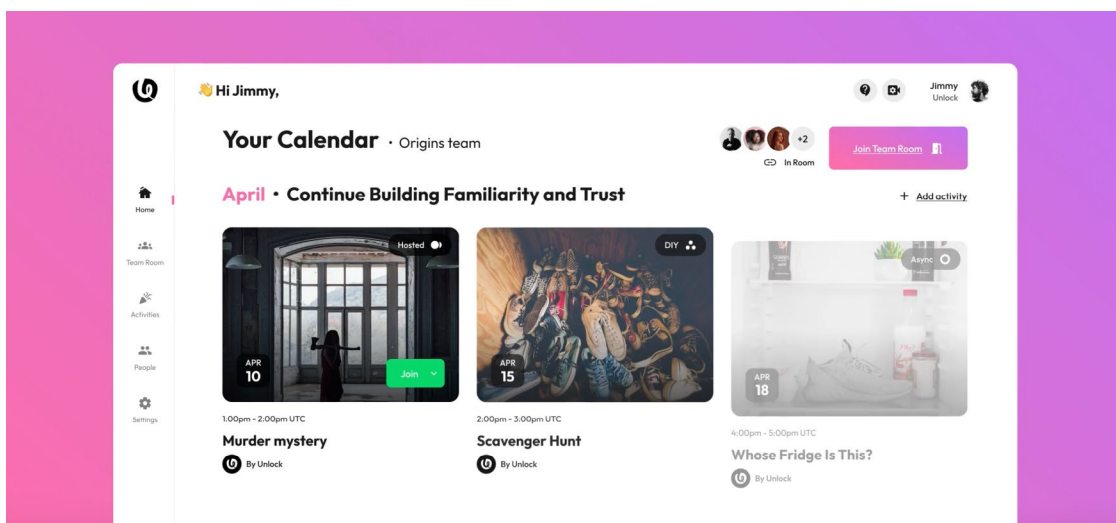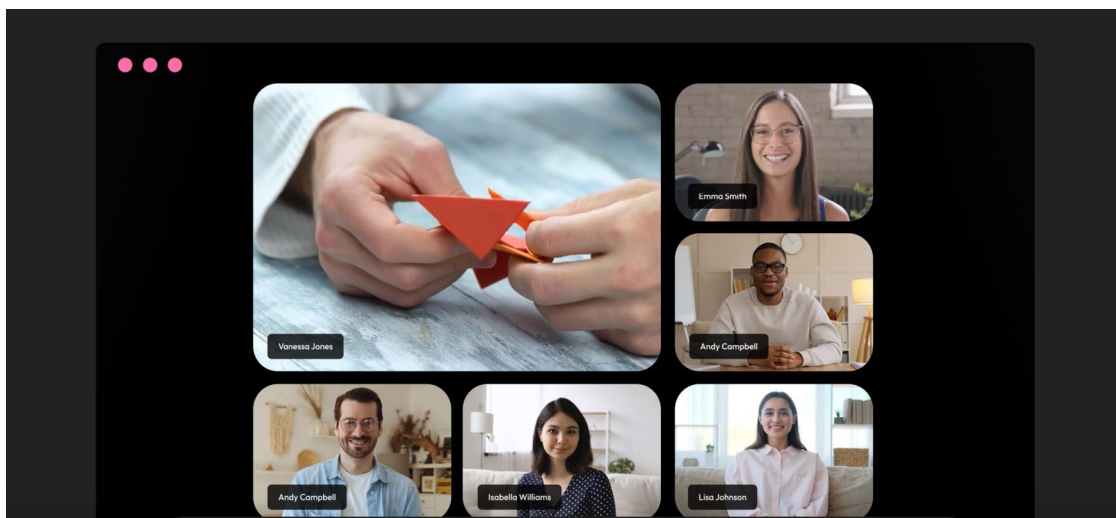

FORMBUILDER.

Formbuilder is a platform for creating forms with a drag-and-drop function.
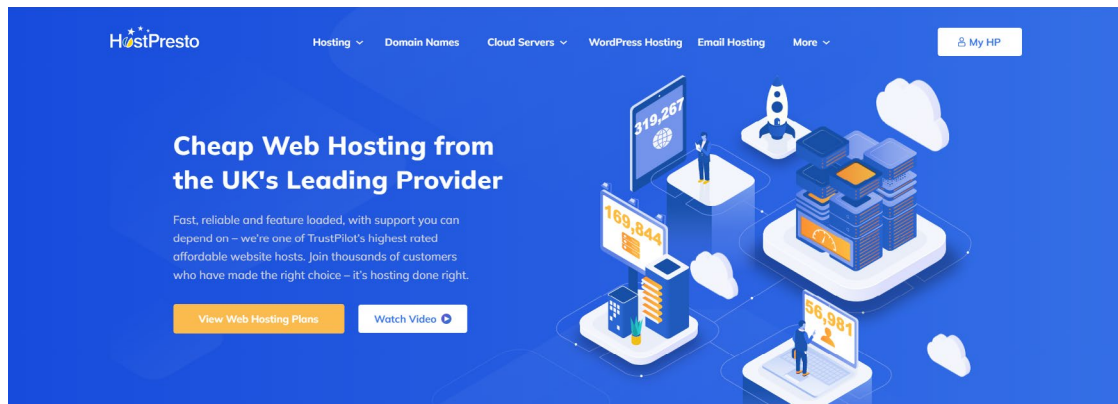
Partner Products

[Unlock](#) is a video conferencing software for all types of virtual activities. It is a British company and is a partner of Evistep. The Unlock team at Evistep works on the development of the product.

HostPresto is a web hosting platform, where users can create their own websites.
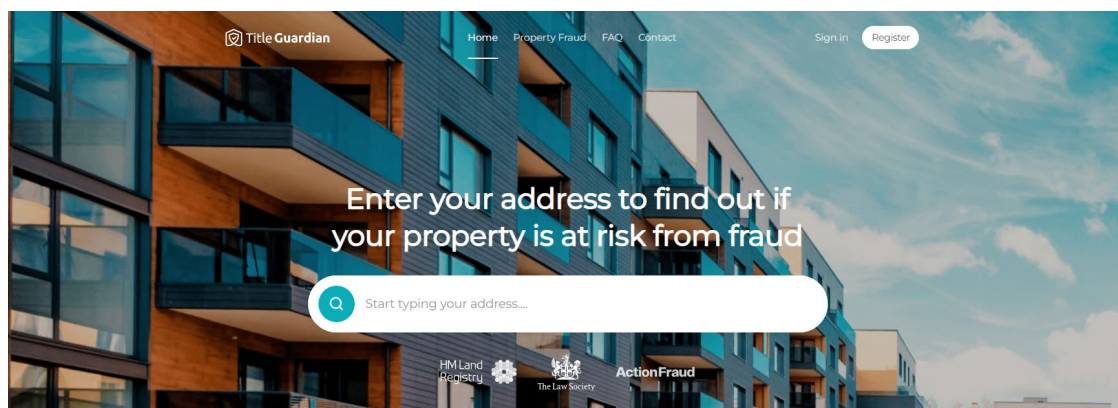
Partner country: UK

Title Guardian

Title Guardian is a 24/7 digital anti-fraud property and identity monitoring tool. The smart technology will identify all activity on your property and alert you immediately.

Partner country: UK

[Hakvoort Professional](#) is a catering and industrial kitchen installing company from the Netherlands that has been operating for more than 50 years. We have built for them a huge e-commerce shop with a complex CRM.

Partner Country: Netherlands

[Full.am](#) is an internet-based retailer and an online announcements platform for C2C and B2C sales.
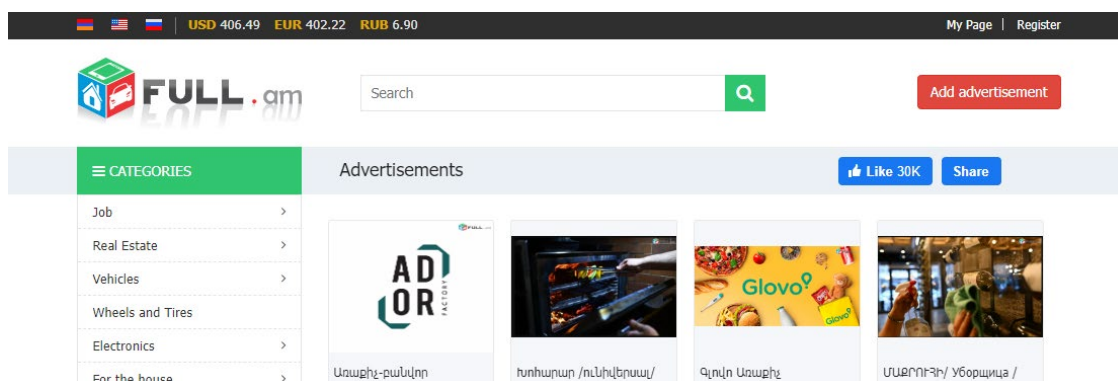
Meet Our
People

Our Teams

Vahagn Sargsyan
Founder

Narek Antabyan
CEO

Varduhi Guroghlyan
Human Resources Manager

Lilit Nurijanyan
Head of Marketing

Marine Galstyan
Head of Products

Key Roles

Vardan Khasikyan

"EviGames" Team Lead

Armen Grigoryan

"WebWork Time Tracker" Team Lead

Armen Kspoyan

"Web Team B" Team Lead

Sahak Iskanyan

"Title Guardian" Team Lead

Gohar Grigoryan

"Marketing" Team Lead

Levon Sargsyan

"Unlock" Team Lead

Gegham Gasparyan

"Web Team C" Team Lead

WebWork Team

They are the people behind WebWork Time Tracker. They are the team in the first separate room with transparent windows (you'll see it first when you enter the office).

The team started small but now has 22 team members. These people created the tool from scratch and made it into the comprehensive platform it is today. They started by **analyzing the market, planning the product** and finally **developed it into the big tool** it is today.
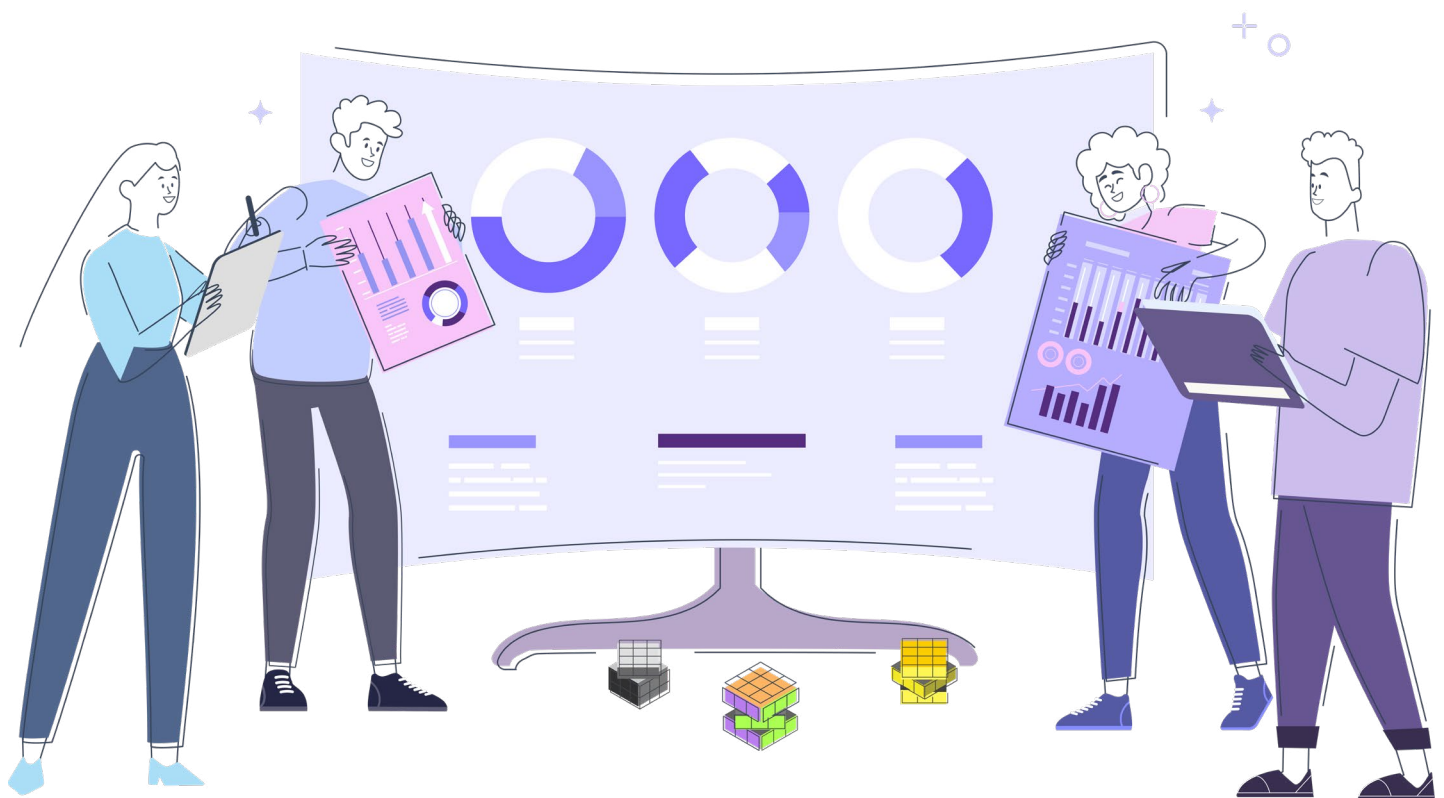
EviGames Team

The Game Team works on EviGames. They work not only on their own games, but also provide outsourcing services.

The game team relies heavily on **teamwork** and **positive attitude.** They are located on the second floor and are nothing like the office downstairs. In the gaming office you will not see people glued to their screens typing vigorously all day long. Instead, you'll find what we call **"creative chaos".**

The gaming team wants us to mention that "chaos" here is used in a positive way, so here you go. Other than creating games, they also like to play them, a lot.

Web Team C

When you enter the office, the first team you'll see in the open space are Team C. They work on multiple projects, such as Pivvit/ Parichute and Teachfloor. The team members are **responsible, well-versed** and are always **striving to learn more.** The core values of the team are **respect** and **teamwork.**
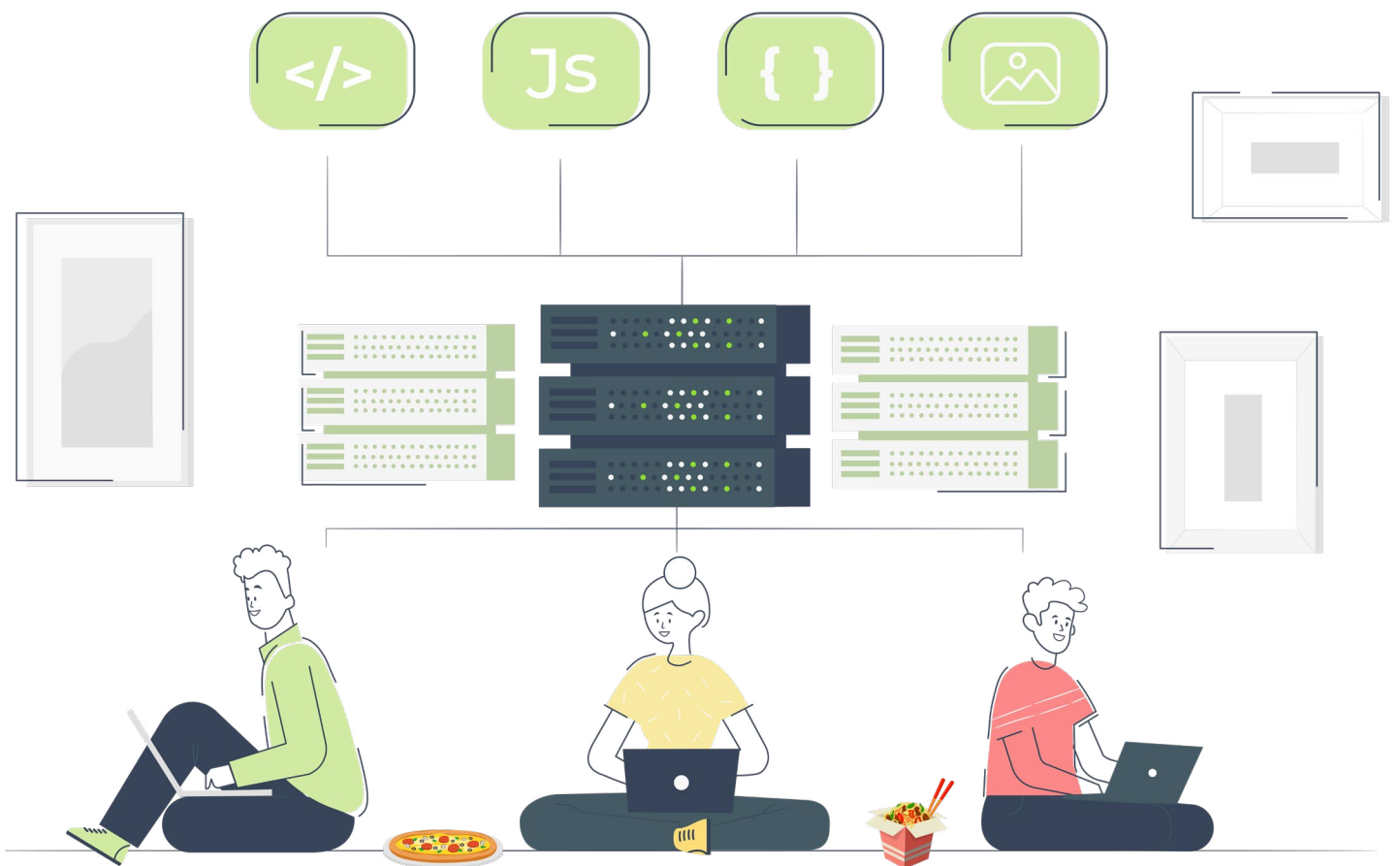
Unlock Team

The Unlock team is located in the second separate room. They are the development team behind Unlock - a tool that connects people, **just like it connects its team.**

The Unlock team can sometimes be seen with yoga mats, with glasses of wine, or making origami. They cherish their team culture, which involves work and non-work related discussions, games or just conversations with each other.
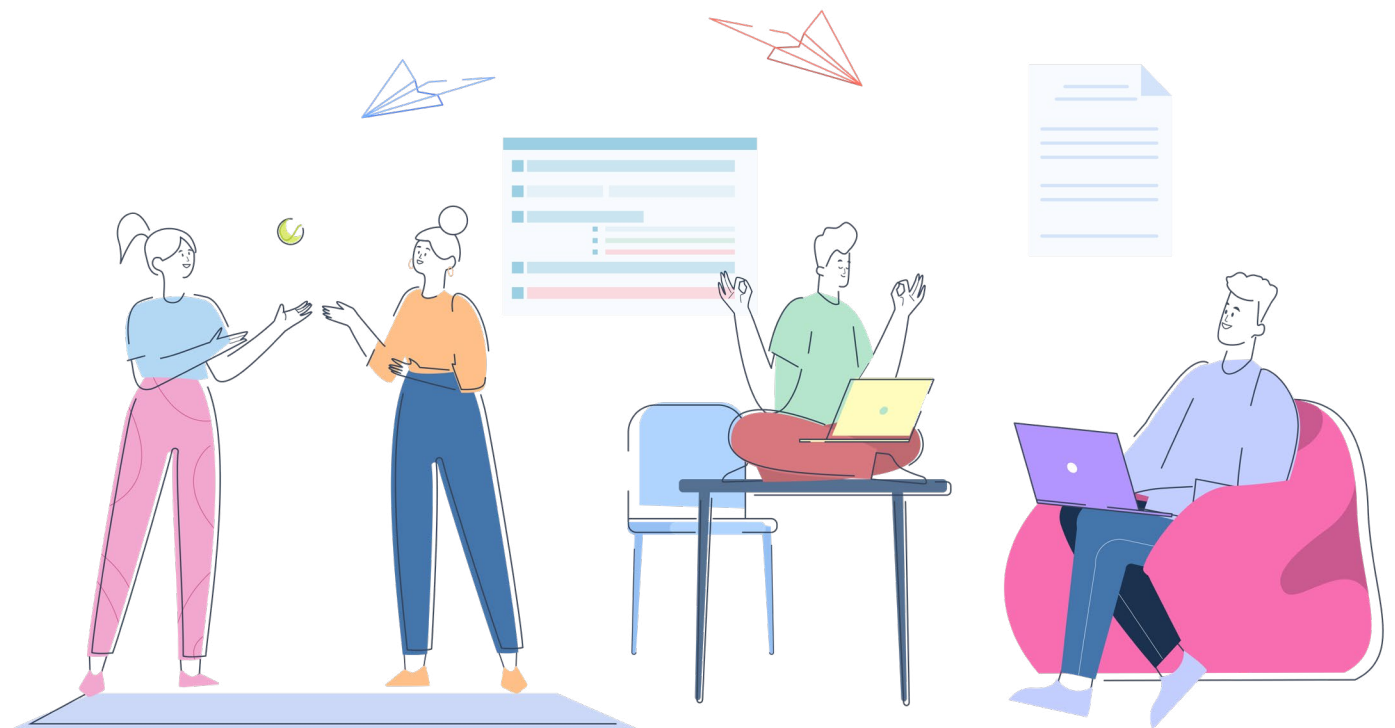
Marketing Team

The team behind our great marketing campaigns (including this handbook :) At marketing, they are driven by **creativity, collaboration, analytical thinking** and **caffeine.**

The team plays a significant part in promoting the company and its products. They promote the company's products by emphasizing the pros and belittling the cons. And most importantly, they bring money to the company (☞ ﾟヮﾟ)☞

Host Presto & Title Guardian Teams

These two teams work on two UK partner projects - Host Presto and Title Guardian. You'll often see them immersed in work and discussions. On the other hand, these guys know how to balance work with leisure. They love organizing and going on regular trips.

They work hard, take regular coffee or smoke breaks and come back to work even harder.

Web Team B

This is our youngest team. They work on Formbuilder.ai and Programmer.am. Despite being quite recent and still growing, they are very motivated and determined to learn. You will regularly see them changing desks and helping each other out.

Sometimes they get so distracted by work that they forget about lunch. Well, almost, cause when they remember, it's way past the lunch hour.

03

Here are
Our Rules

Flexible working schedule

Even though we work according to the traditional 10-7 schedule, our employees are not confined to it. We understand that there can be unproductive days because of many reasons. That's why our employees can take a break and change their schedule, if necessary, as long as they make up for the missed time.

For that reason, the office is available outside of working hours as well, including weekends. Please, take into consideration that you will need to inform about any changes to your schedule to either your team lead or HR.

Dress Code

We have no dress code. You can dress the way you want and the way you feel most comfortable. You are free to express yourself through your attire. For us you are beautiful the way you are.. and especially when you do your job well (¯‿¯) ↗

P.S. Just don't come naked - you may blind people with your beauty (❤ ω ❤)

Days Off

Special Days Off - these are discussed with the HR manager and include birthdays, engagement and wedding parties (btw don't forget to bring us chocolate).

Parental Leave - both men and women are allowed to have parental leave, cause we care about our employees' kids. Both parents are granted their leaves according to the RA law on parental leave.

Emergencies - employees are allowed to take days off in case of personal or other emergencies. These also need to be discussed with the HR or Team Lead.

Vacation

Employees can take a vacation of 20 days in total per year - 10 days after having been in the company for 6 months and another 10 days after the next 6 months.

Other than this vacation, they can also request other days off during the year, on the condition that it is taken out from the overall 20 vacation days.
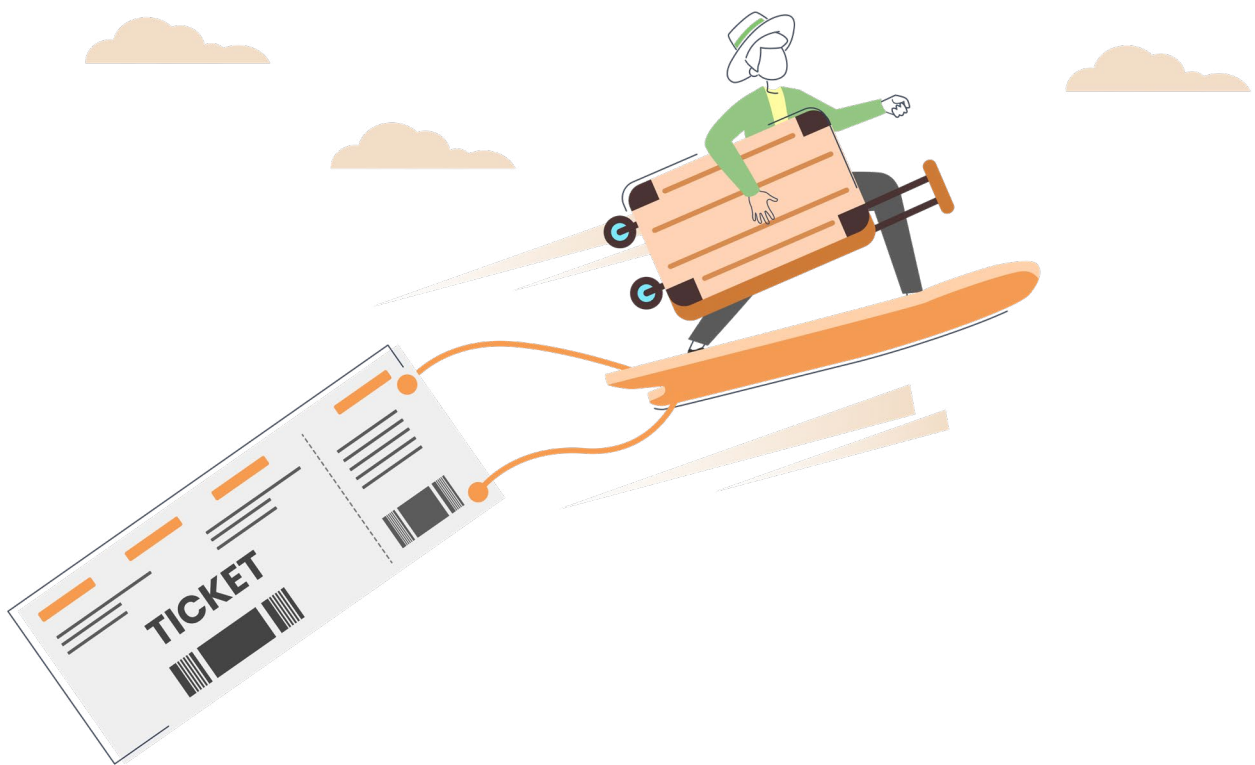
Benefits

- Corporate Gym

- Annual Salary Review

- Career Growth Opportunity

- Knowledge sharing culture

- English Classes, if required

- Online courses

- Special Days Off

- Gamezone (a kind reminder to not make noise in the gamezone room:)

- Complimentary Tea, Coffee and Refreshments

04

Introduction to
WebWork

WebWork Time Tracker

At Evistep we use one of our products, [WebWork Time Tracker](#) in our working process.

As the main purpose of WebWork is to increase and improve employee productivity, we did not hesitate to use the tracker for our own team's benefit.

This way we are killing two birds with one stone:
- we get to test our own product in a large team;
- we help our employees improve their productivity without any extra expenses.
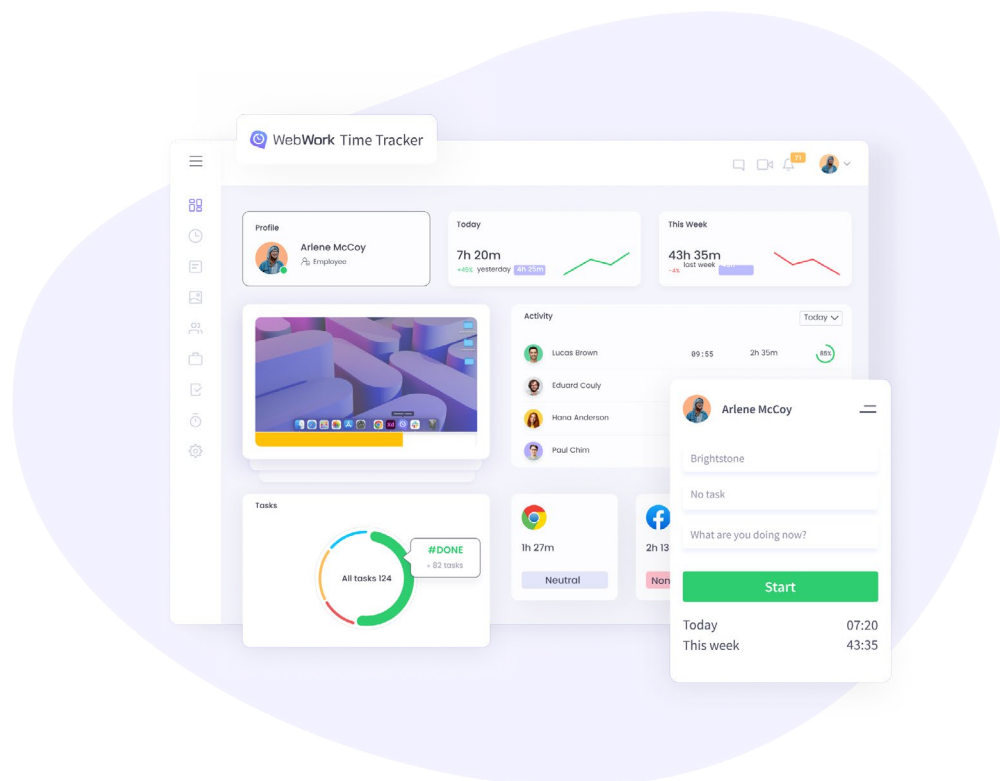
Also, our employees get to experience the tracker and make suggestions on how to improve it. After using it for some time, you can also express your ideas on it.

On your first day, you will be instructed on the use of the tracker.

Other tools that we use to collaborate and keep in touch are Slack, ClickUp, Github, Bitbucket and Jira.
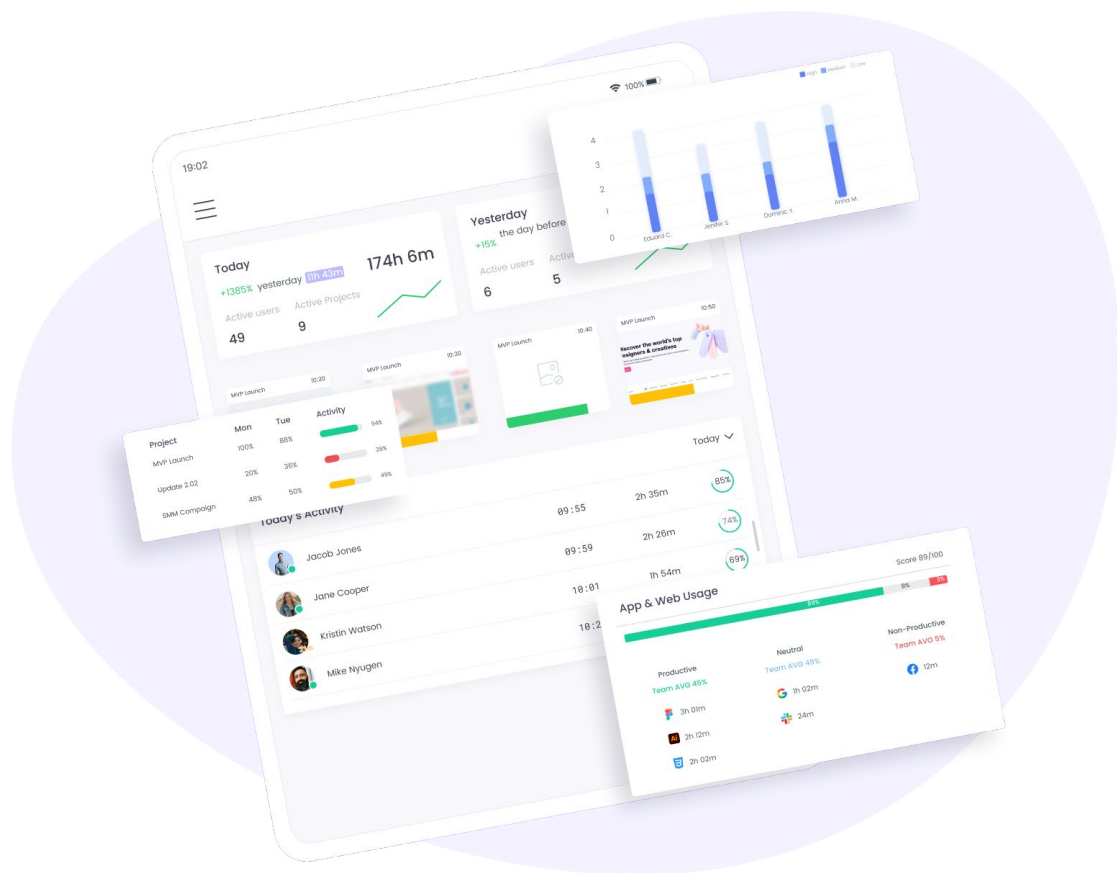
Learn More
About Us

Culture

Communication

We encourage you to feel free and communicate with your team members at your first opportunity: be it about work, common interests, the weather or anything else when the chance comes.

We advise you not to worry or overthink and just enjoy the communication process (cause everybody overthinks anyway, you're not alone :)

What not to communicate

There are some topics that we advise you to avoid in the work setting. They are comments on somebody's personal life, religious views, sexual orientation, political stance and similar topics that may lead to arguments or bullying.

At Evistep we do not tolerate harassment, bullying or alike.
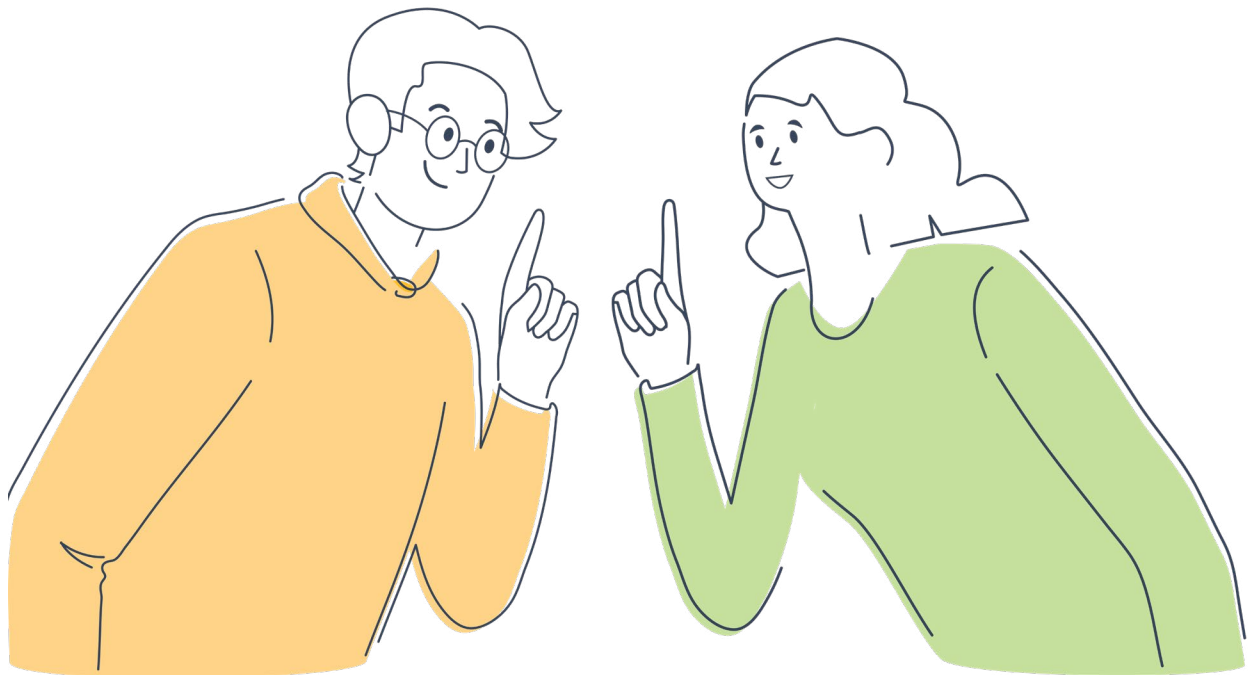
Birthdays

You are more than welcome to bring a cake and celebrate your birthday in the office. It is obviously not possible to invite the whole staff because of the large number of people, so you can celebrate it with your team and other people you're close with.

Kitchen Culture

We have a kitchen in the office where you can have your lunch. Note that the kitchen is not big enough to fit all employees. That's why we encourage our employees to have their lunch and leave the kitchen upon finishing it, so that others can have theirs too. That does not mean you should hurry. Take your time and enjoy your food, but remember that others want to do so too.

> **Please, clean after yourself, be it in the kitchen or other place in the office.**

There is also a fridge in the kitchen, where you can put your food. Note that everyone puts their food there, so be extra careful not to take someone else's, be it in the fridge, on the counter or the table. The same applies to everything else in the office as well.

Never take something that's not yours, or at least ask for permission first.

Communication outside of working hours

Try not to contact your colleagues for work-related topics outside of working hours. Do that only in case of emergencies. Even then it is better to text them instead of calling. In general, it is always advisable to text someone and call only when you have asked them to do so, in order to avoid disturbing people outside of work.

1. Values

People are the core of our culture. We place individuals before employees and employees before our products.

Honest communication between managers and employees is our key to a clear mutual understanding. There are no constraints to the questions and topics that can be discussed as long as they are about work.
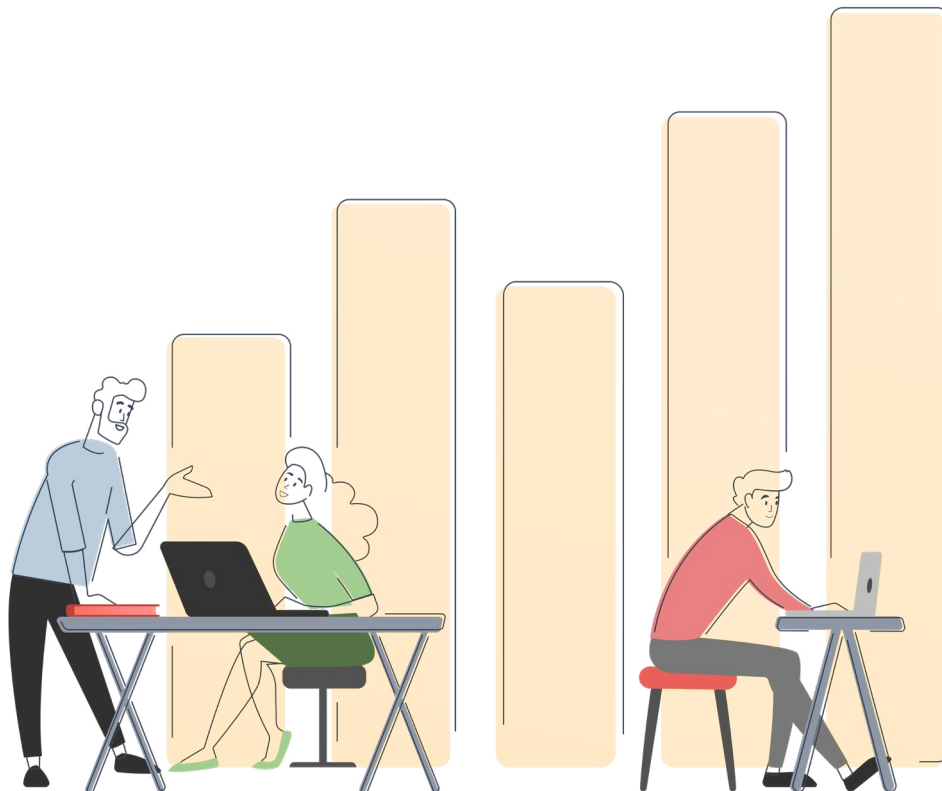
2. Aspiration to grow

We support our employees in their personal and professional development endeavors.

3. Performance

At Evistep, we measure performance and effectiveness by results mostly. Hard work also plays a big role, but it needs to go hand in hand with a good result too.

> For us, the quality of work is more important than the amount of time spent doing it.

4. Freedom and responsibility

We value the ability to work on one's own, with as little instruction as possible. At Evistep, we give employees enough freedom to plan their own time and take responsibility over how they do their work. Our experience shows that responsible people will only benefit from freedom and benefit the company too.

Instead of controlling our employees, we try to set the right setting - a setting, where they are in charge of their time and working process to the necessary extent.
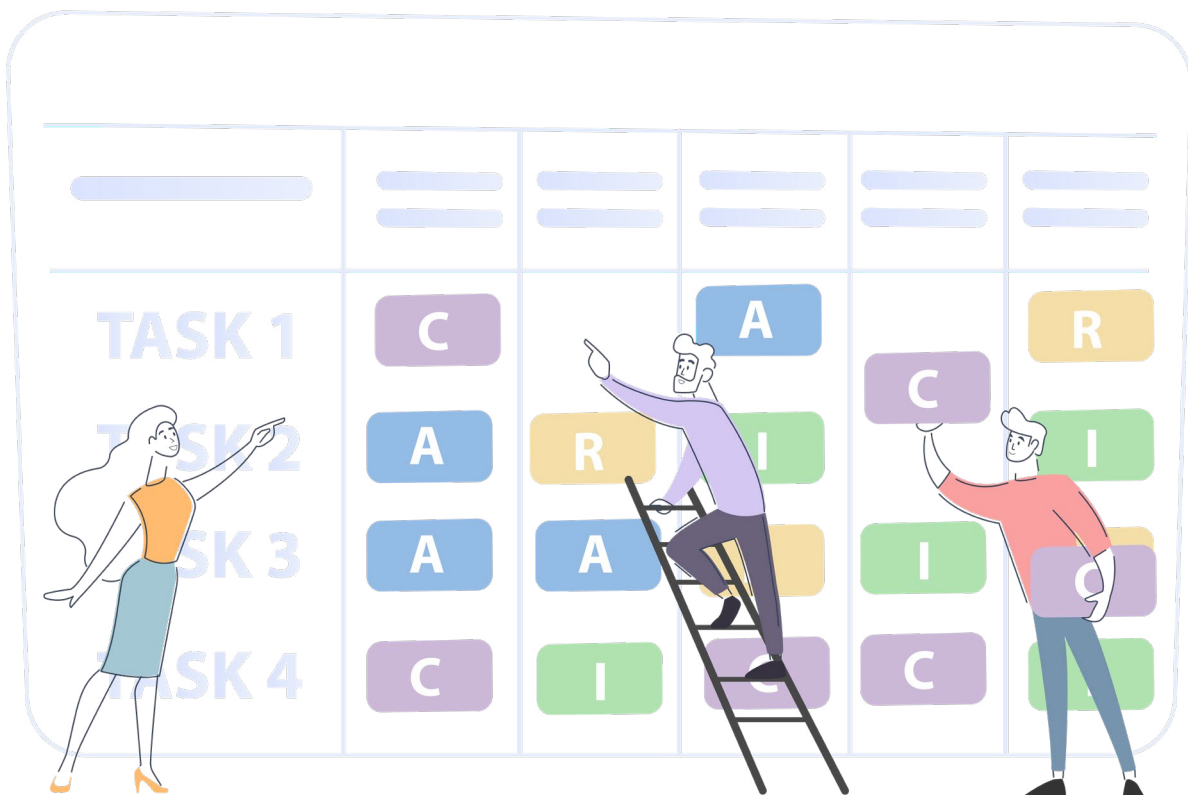
5. Professional Development

We support our employees' initiatives in professional development. The latter can be language classes (required for work) and other courses that they may need to further advance in their profession. If the company agrees on the necessity of a course, it will compensate for it partially or fully.

6. Constructive feedback

Feedback is more than welcome at Evistep as long as it is constructive. We encourage our employees to give and be open to constructive feedback from each other. Most of the time, two heads are better than one.

Let's Do This!

We hope you choose to grow with us,
cause we do want to grow with you.
Bring your individuality and add
your **color** to Evistep.