SEMCO STYLE CULTURE CODE

Semco Style Collaboration Guidelines

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DEMOCRACY COMMON SENSE ALIGNED SELF-INTEREST
IMPACT PERFORMANCE HAPPINESS

INTRODUCTION

Semco Style Philosophy

It's simple — every organization wants to be successful. And how do they measure success? By being able to create an impact, consistently improving performance, and having happy, engaged employees. We help with just that! Our mission is to shape the future of work by helping organizations and people be their best.

The Semco Style stresses on high performance and purpose by recognizing that people are central to achieving this. At the core of Semco Style lies the ultimate goal — impact, performance and happiness — which is based on three core beliefs:

1. Democracy:

It is better to have everyone involved in making sure that the organization is in control instead of only top management.

2. Common Sense:

Simplifying and reducing the complexity of unnecessary bureaucracy by challenging procedures that can be removed or reviewed in order to bring more effectiveness to your teams.

3. Aligned Self-interest:

When people are clear about their needs and beliefs, there can be better alignment between individual-, team- and company interests.

Semco Style describes its transformation strategy based on a very simple business philosophy:

"Give people the freedom, and over the long haul, their successes will far outnumber their failures."

We believe that people who feel a sense of autonomy and purpose react quicker to change, are quicker learners and innovate much faster. These people feel fulfilled at work and are able to enhance their environment to impact sustainable growth of the company.

Purpose of the Semco Style Culture Code

We believe in 'practice what you preach' and want to have an impact, consistently improve performance, and have happy, engaged colleagues ourselves. We give each other freedom, working towards a shared goal. Having clarity is essential to make an impact and be successful. For people to be autonomous and take responsibility, it's important they understand the 'boundaries for action' and know where individual and team responsibilities lie. This clarity comes through in the Semco Style Culture Code, which is a culture code on how to work together as teams within an organization.

We see the paradox between freedom, ownership, responsibility, and extensive guidelines, but we also know from experience that you can only take responsibility when the 'playground' is clear. With freedom comes a lot of responsibility, and with this Semco Style Culture Code, we aim for alignment on how to best achieve our goal. This happens by recognizing and making use of the talent we have and working together as a team. This document is not meant to be a 'paper tiger', but a statement on how we work together, what we want to achieve and how we can have the biggest impact on performance and happiness. This has become especially important in the new hybrid model of work, with team members spread across the world, and across multiple time zones.

We bring this document to life by incorporating the content into our work. We critically assess the document and revisit it at least once a year to ensure it is up to date.

We believe in practicing what we preach, and constantly improve our performance while focusing on shaping the future of work.

Practices incorporated into this Semco Style Culture Code include:

- Boundaries for action
- Social contract
- Flexible hours

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Semco Style Culture Code - How to

We truly want to make a change in the world of work. What Ricardo did in the ’80s was considered disruptive back then and continues to have the same impact today. We, together with all our peers, remain pioneers. However, we aim to get to a point where we are no longer pioneers and can enable other organizations to make the shift towards a people-centric model.

The pandemic changed the way people look at work all over the world. Leaders from across the globe realized that work can, and should, be done differently. This makes our purpose more relevant now than ever before. With this new zeal, we aim to create organizations that are built on trust and a sense of autonomy.

We keep ourselves updated on the latest happenings, theories and trends and use this knowledge to share with the rest of the world via articles, blogs, webinars, training, and consultancy. In essence, the learning never stops.

Our impact goes beyond projects and clients — we also contribute to charities and causes that are close to our hearts. For example, donating food packages to families in need in Bali, and the ‘Create Better Tomorrows Campaign’ for B1G1. Each year, we choose one or multiple charities and lend our time, expertise, and money to do good. This helps us remember our promise of giving and being an active agent of positive change beyond our regular scope.

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We are a result-driven organization, which means we focus on the output delivered by the team members. We co-create a game plan that visualizes our ambition for the year to agree on the results and create real impact. This team exercise results in a breakdown of milestones and quarterly goals.

The quarterly goals are specified with in-depth activities. Each goal is ‘owned’ by someone who takes up the responsibility to achieve the goal. We keep precise track of the steps by using the online collaboration tool Miro, which helps our Global Hybrid team to have an overview of all that has been done or needs to be done in a specific timeframe. It’s the perfect way to register our way of working and everything that is needed to align with everyone’s needs. It ensures we keep track of the original game plan, allowing us to make adjustments or important decisions in time.

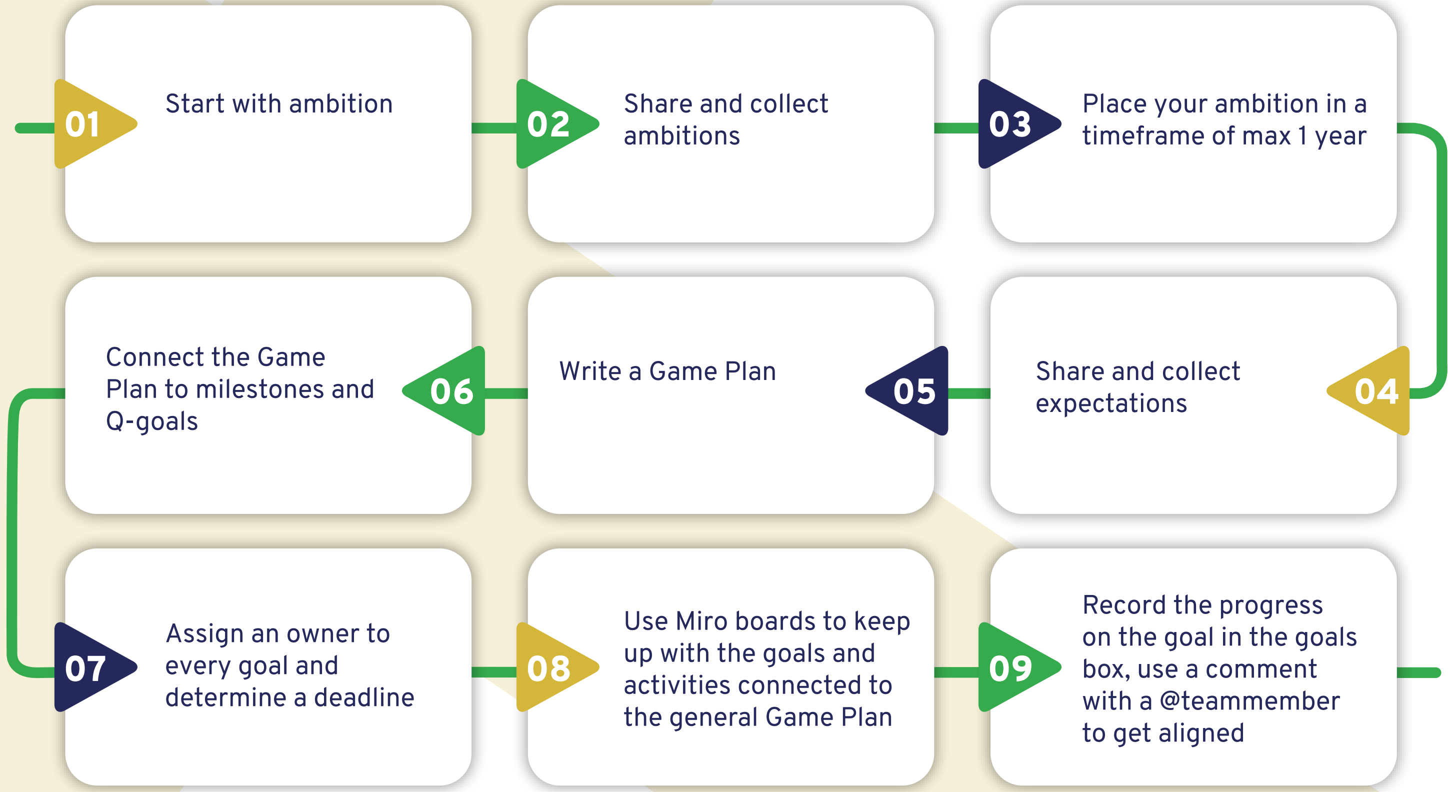
With freedom comes the responsibility of taking ownership. Each goal is assigned to an owner (to be decided upon together). Being the owner of a goal doesn’t mean you have to reach the goal on your own, but it does mean that you are responsible for the progress and finalization of that specific task or project. It also means that it is your responsibility to keep the team updated on the progress in the designated cards, and to discuss possible delays or obstacles in the earliest stage possible. Seek out your colleagues, ask for help and use the talent of the team members in the best possible way. Our weekly team meetings are for discussing the different goals and the progress (see ‘team meeting’).

We use retrospectives regularly to look at what worked and what can be changed to step up our game. Retrospectives consist of:

1. Notice and celebrate what was good.

2. Acknowledge what was bad.

3. Establish what needs to change.



We evaluate our projects and programs and define successes and learning points to ensure we are improving wherever possible. This way, we can keep track of the processes, content, and personal development points of all team members.

PERFORMANCE & RESULTS

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Celebration time
We take our responsibilities seriously and work hard to reach our goals, but this doesn't mean we don't make time for some fun! When we achieve our goals, we take time to celebrate. Put your achievement on Slack, Miro, and let the come your way.

Failure
From failure comes learning. When we experiment with new programs/formats/systems, we take calculated risks and know there is a chance we might fail. We try to stay positive even through negative outcomes and discuss the learning points to better ourselves.

Systems
It is each person's responsibility to be completely familiar with all systems – how they work and how to use them properly. We have Slack, Miro and Sharepoint collaboration guidelines to support this. This training is part of our onboarding program.
We have specific channels on Slack to discuss matters. Any questions about Slack? Ask Christiaan or Daphne, who are always ready to help you out!


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Work hard, play hard
How do we create a good work-life balance? The key lies in being happy with what you do. While we aim to make an impact on the future of work, we also realize the importance of taking time off to relax. Getting to know each other is important, and we do this in our team meetings and at social events such as 'Friday Afternoon Drinks', 'Slack Roulette' and 'Mental Health Day'.

Holidays
At times, you just need to take a break! To make sure we have enough time away from the computer and business, we encourage each other to take time off and reload. Taking a break is your own responsibility, but we are aware of the balance between work and play within the team. Unlimited holiday policies tend to get vague and as we want to avoid hidden agendas/rules at any cost, a baseline of 30 holidays (based on full-time engagement) is what we found to work.

We see a risk in not re-charging and looking after your own wellbeing and encourage to take time off. Didn't have the time to take a (long)break, or simply didn't feel like a break in a specific period? No worries, the validity period of your vacation days is two years! If you want to use these 'saved up' days to take a longer break, this needs to be discussed and agreed upon within the team first. Vacations planned for longer than three weeks in a row need to be discussed and agreed upon within the team, to make sure continuity is guaranteed and the workload is manageable for everyone. Vacation planning is displayed on the Miroboard and needs to be filled in whenever you take time off to ensure complete transparency. Whenever you add a new day(s) off / vacation in the Miro vacation planning, this should be mentioned in the team meeting so everyone is aware of what's happening.

If you have used all 30 of your vacation days but want an extra break, this can be discussed in the team and will be considered unpaid leave.

Public Holidays
Please fill in the public holidays from your country of residence so we all know when you have time off.

Vacation

01 Fill in your holiday(s) at least two weeks (ideally the sooner the better because of work planning) in advance on the leave planning on the Miro board.

02 Discuss your holiday(s) during team meetings, taking the above agreements into account.

03 After getting consensus from the whole team, your holiday is agreed upon.

Mental Health Day
We plan a mental health day every quarter. We are aware that people are working hard to make Semco Style Institute great and are aware of the impact this can have on work-life balance. Take this day off to recharge for the things to come.

Calling in Sick/ Better
When you are ill/sick or had an accident and cannot work, let the team know (for SSI core team, contact Hyke). We like to know what we can do, help where needed or transfer tasks/ responsibilities where needed. Main concern is that you feel well again soon. Also, (handy) if possible give an estimate on when we can expect you back.
- Do not feel guilty for being sick.
- Do not act tough, look after others by looking after yourself.
- If you have any concerns (weird or vague complaints, headaches, bad sleep, etc,) please share.

Worst case, should it extend into weeks or months we all have a responsibility to get you back on your feet again.

Birthday
Birthdays call for a celebration! You get a day off on your birthday. Don't feel like celebrating? Take a moment to relax and enjoy some time off. If your birthday falls on a weekend, you can choose to redeem your day off on either the Monday or Friday near your birthday weekend.

Meeting-free day
We all work hard, and we have plenty of meetings. However, Semco Style is all about keeping work as efficient and effective as possible. Therefore, on Wednesday we have our meeting-free day.

Recruitment
We foresee more growth in the near future. However, we want our team to grow at a natural pace. So, we discuss a possible vacancy within the team, and do our best to find a suitable new colleague.

Related practices from our toolkit that our workflow is based on:

Top talent versus top fit | Prioritize internal recruitment | Peer recruitment

01 Discuss a possible vacancy within the team with a proposal for position and expertise.

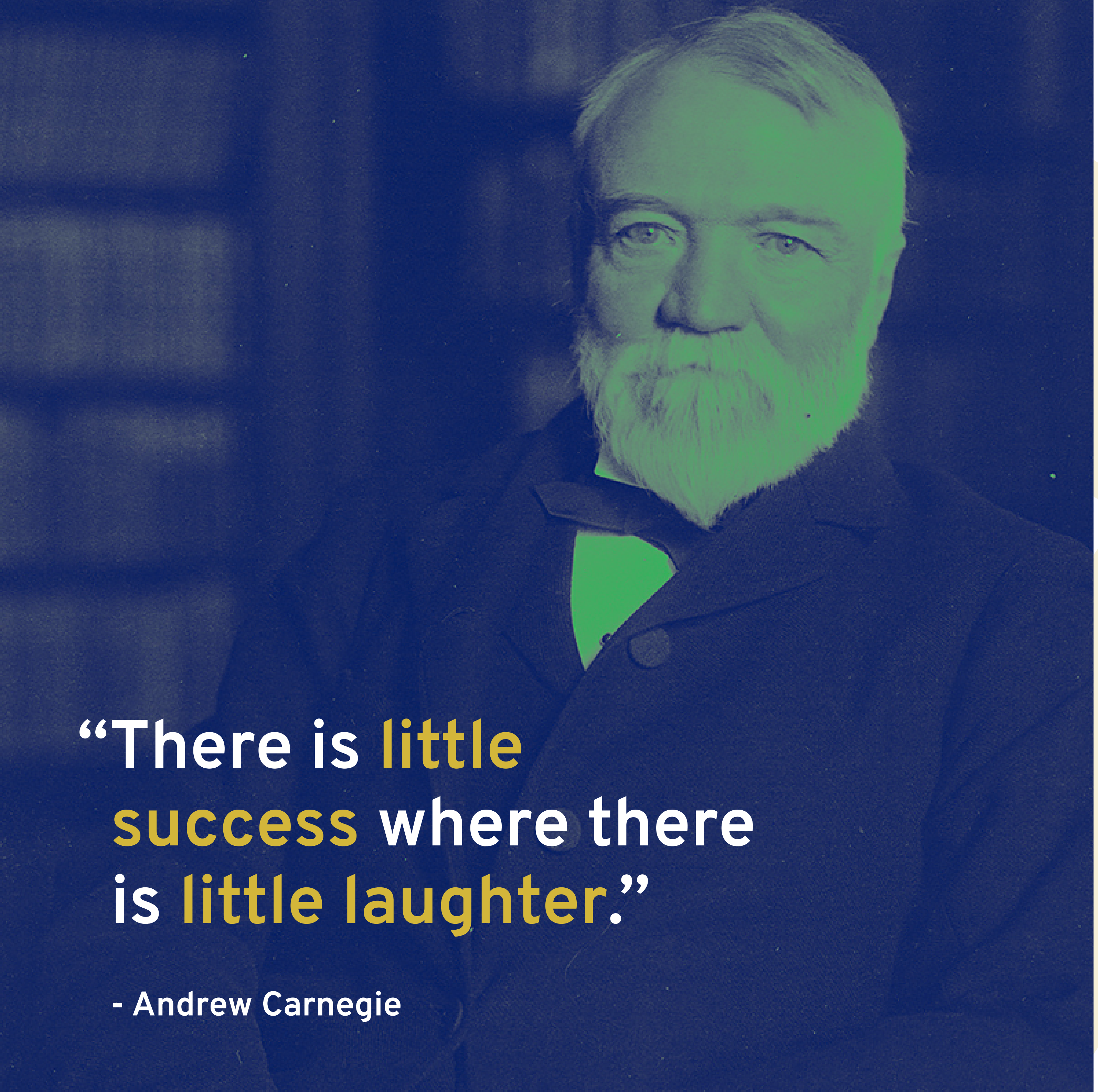
02 Agree on profiles for the position and assign an owner to the vacancy.

03 First look within our organization to see if we have a suitable candidate. If not, look in our network.

04 When we don't have a candidate within our network, we post the vacancy for outsiders to respond to.

The owner discusses the applications with the team and sets dates for a first interview led by a delegation of the team
- A second interview can be planned with relevant team members.
- A meeting with the whole team is planned when the candidate is found suitable.
- Farouk then holds an employment condition interview to seal the deal.

Onboarding
We are always happy to welcome new team members into our family! We have an onboarding program ready to make sure our new colleague has the best possible start. We appoint a buddy to every new team member to have regular contact with and track the onboarding.



“There is **little success** where there is **little laughter.**”

\- Andrew Carnegie

Practice from toolkit:

01. Read the Semco Style Culture Code – our culture code.
02. Seek out Amar to get you technically ready to start: laptop and phone. Amar is our man to talk about IT. Need any help, just reach out to him!
03. Read the guidelines on Slack, Miro and Sharepoint.
04. Talk to Christiaan to get information on the Semco Style Ecosystem, he will also train you on the usage of Slack and Miro.
05. Talk to Farouk to get a good understanding of our strategic game plan and financial matters.
06. Luuk can introduce you to the Semco Style approach, methodology, training and consulting.
07. Daphne can inform you about the Sharepoint structure, marketing strategy, and international business.

Welcome onboard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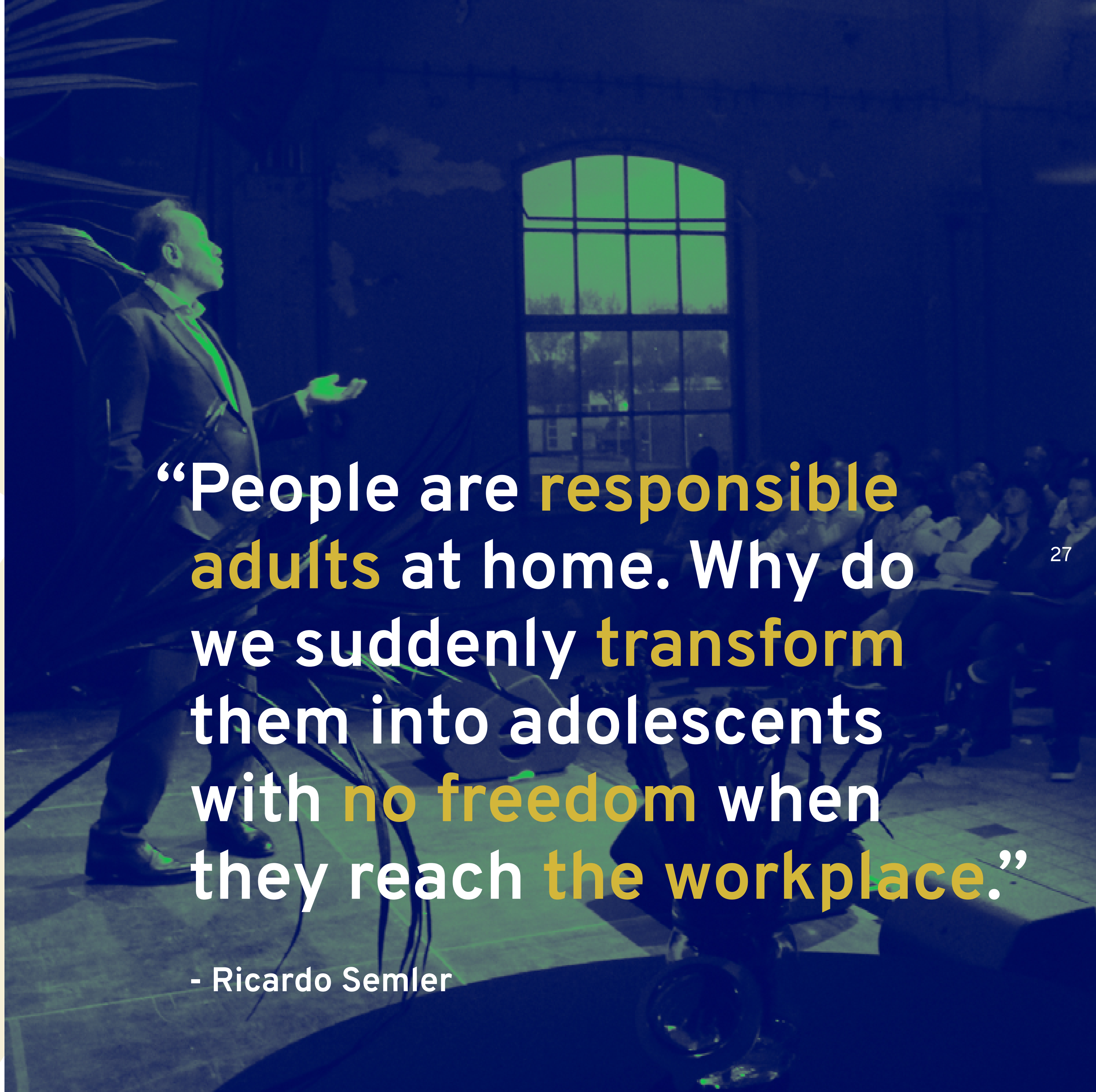
We use our guidelines to get clarity on how we work together. Guidelines aren't a goal, but rather a means to an end. Whenever we can simplify things, we do just that!

Decision making

We rely on team members' common sense when it comes to making decisions. If there is a big decision to make or a decision that affects other team members, you can make a proposal and discuss this in the team meeting. We decide based on consent — ask everyone if they can agree with the proposal or have any serious objections.

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It is important for us to have everyone involved in the organization and make their voices heard. We aim for diversity and inclusion, and so we like to give everyone time and space to participate. We acknowledge that some people can take up more space than others, but we invite everyone to voice their opinion or explain what they need to let themselves be heard. This may include some time to process certain information in advance in a meeting, after a meeting or scheduling a one-on-one meeting.

Some inspiration that shows the power of introverts:

Team meeting

We have one team meeting a week, on Monday. We love to have everyone join in our meetings, but sometimes, clients or holidays can get in the way. Let us know on Slack if you can't join, because being late to the team meeting means singing a song!

We use the Miro board to lay down the topics being discussed in the meeting, and use stickies to prepare for the meeting in advance.

Our Monday meetings are all about connecting our weekly objectives with our quarterly goals, as well as about celebrating our achievements.

01 Check-in on Slack before every team meeting.

02 Use post-its to put your subjects on the agenda.

03 Discuss the progress on quarterly goals to see who needs help and if the deadline is realistic.

04 Review and get feedback on goals before we move it to 'achieved'. You can only add goals to achieve when team members are up to date.

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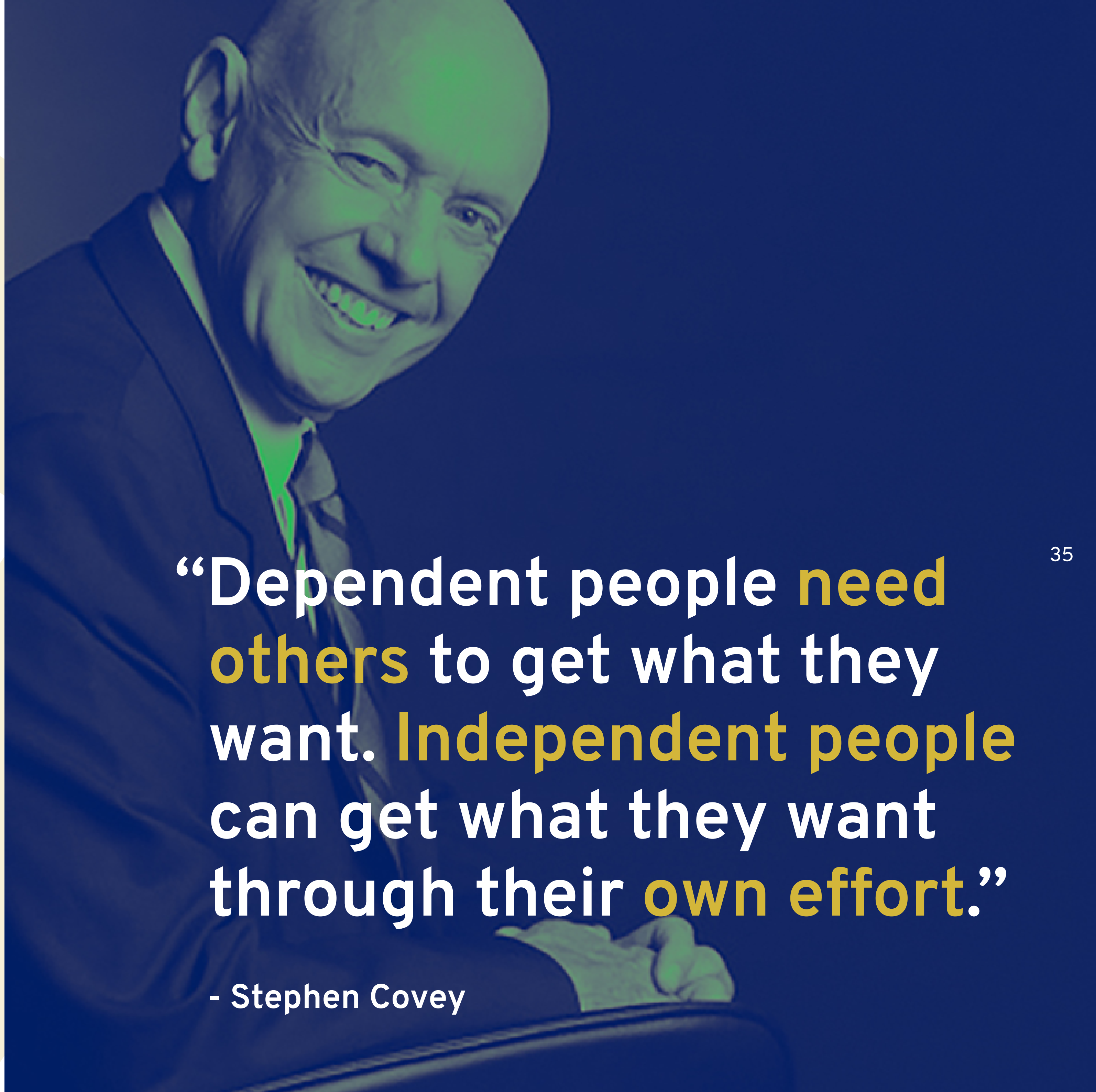
Talent development
When someone takes ownership, we trust that they do what is needed to reach their targets. Being open about your needs and beliefs helps building trust, and opens up the space to align self-interest with those of the team and the organization as a whole. We hold each other responsible for assigned tasks and give feedback when necessary.

Individual development
For self-management to truly work, it is important to make optimal use of all the available talent in the team. That said, it is necessary that people first feel that they have the space to discover their own talents and take up roles related to those talents. In addition, it is important that people be aware of each other's skills, passions, ambitions, and pitfalls. That way, the team can make a good collaborative decision on who will take up each role and how to support them.

Practice from Toolkit:

Build careers on a fly



"Dependent people need others to get what they want. Independent people can get what they want through their own effort."

- Stephen Covey

ALIGNED SELF-INTEREST

Inspiration and development
The driving force for talent development is the drive of employees themselves: where would you like to be in five years? What qualities do you think you would need to get there? How do you want to contribute to the company and team goals? The best answers to these questions can be found when there is collaboration.

Practice from Toolkit:

Jump ship internally

Feedback
Giving feedback is a constant process to ensure transparency and openness. In addition to this, we take time to talk about our personal ambitions and collect feedback on our performance twice a year.

Practice from Toolkit:

Peer assessment

Questions to ask:
- What do you appreciate in me?
- What do you want to see more of me?
- What do you want to see less of me?
- What should I stop doing?
- What should I start with?

Team development
Getting to know each other is how we create an impact and put our best foot forward as a team. This includes getting to know each other's talents, strengths, and ambitions.

Strategy meetings
We plan two days a year (one in July and one in December) to look back at the past and plan ahead for the future:

Topics include:
- Gameplan
- Goals
- Work-life balance
- Feedback

Semco Style retreat
Getting the entire team together physically is important. We plan a retreat for 3-5 days for the entire team, at a different location each time. We plan for this moment sometime in July, so we can include our strategy meeting, evaluate the first six months, and to determine the goals for the second half of the year. This retreat is the perfect combination of business and fun!

Disclaimer: This retreat is only possible when the financial results allow for it, if we can meet around an event, or if we agree that everyone pitches in financially.

Friday afternoon drinks:
Every last Friday of the month is Friday Afternoon Drinks. The first hour is dedicated to one of the team members sharing something inspirational (something they have learned, read, seen) in the context of team development. The second hour is to celebrate the weekend and have an informal chat, or informal activities like the Semquiz or Semco Style Cribs.

Semco Style goes Semco Style
Every quarter, we dedicate time for team development. These meetings are centered around (new) Semco Style practices and are aimed at team growth. Eveline, in collaboration with Axel, owns these meetings, but everyone can add topics to the agenda as long as it is related to team development and growth.

Intervision
Regular intervision enables professional and personal development. People can present a case and via an intervision method, dissect the case and come up with recommendations.

Practice from Toolkit:

Intervision

Hybrid work
Working hybrid has a lot of advantages. When working from different time zones, we can follow up on each other's work, even when one of the colleagues is asleep in another corner of the world. It's all about doing the right work at the right time in the right place.

However, hybrid work also comes with challenges. It's important that we align on what tasks we must do synchronously, and which ones we can do asynchronously. Correct usage of our collaboration tools is a must to ensure smooth and fast communication and collaboration even across different timelines. Team meetings are mandatory for everyone over the globe – we align with team members in different time zones on other meetings.

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Slack

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SLACK

Purpose
This document is created for the following purpose:
- Bring clarity to the position and use of Slack as a messaging tool within the Semco Style collaboration space.
- Enable and support the team in streamlining communication using Slack as a tool.

Positioning
Slack is an interactive tool that enables quick, collaborative exchange of information using channels and direct messaging. There is enormous scope for transparency and engagement within the community. Within Semco Style Institute, Slack is used for the following purposes:

- Synchronous and asynchronous communications platform to discuss topics, and sometimes, to document decisions.
- It is an interactive platform to share information, to do quick voice huddles, to take poll-based decisions, and to co-create on projects using private channels.
- Integration with other tools such as Sharepoint, Miro, Outlook, etc. allows for easy connection. You can download 'app integrations' on Slack to connect tools where needed.

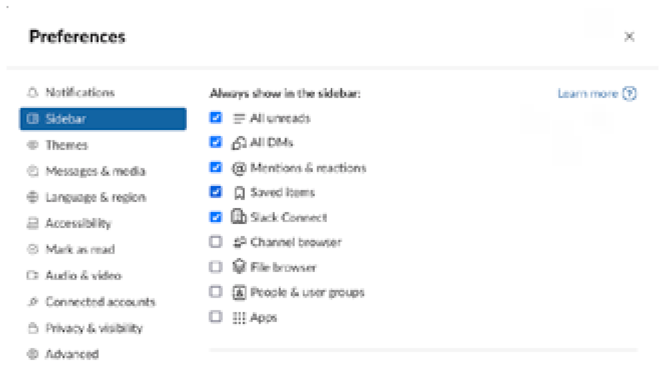
	Instant messaging	synchronous co-creation	asynchronous co-creation	decision-making
Individual	Slack, Zoom	Slack, Zoom, Miro	Slack, Outlook, SharePoint, Miro	Slack, Zoom
Project group	Slack, Zoom	Slack, Zoom, Miro	Slack, Outlook, SharePoint, Miro	Slack, Zoom
Company	Slack, Zoom	Slack, Zoom, Miro	Slack, Outlook, SharePoint, Miro	Slack, Zoom
External communications	WhatsApp, Zoom	Zoom, Miro	Outlook, SharePoint, Miro	Outlook, Zoom

Rule of thumb / general guidelines
Within Semco Style Institute, we have decided to "use SLACK unless…" as a medium of communication within the company, except in some cases where a synchronous and verbal or face-to-face interaction is deemed necessary. Quick verbal discussions can take place via Slack Huddles as well.

Best practices
Use Slack as far as possible for community-specific written communication/collaboration or coordination. These best practices are important to help streamline the use of Slack within the Semco Style Institute. We can make expectations clear and explicit by identifying best practices. These are not fixed rules, as they may change and grow over time based on what is fitting and what the organization needs.

Functionality
Slack is a continuously evolving cloud-based communications platform that constantly sees new features and functionalities. For Semco Style Institute, the following Slack functionalities are relevant:
- Channel: Used for instant messaging between individuals on a specific topic.
- Notifications: Enables the team to be aware of new, unread communications pushed to a channel.
- @name: Used to mention a person by name. It also groups all your personal mentions under the 'mentions & reactions' heading.
- Threads: Used to compartmentalize and create continuity and flow of conversations around a specific topic. Select 'reply to thread' on any message to create a thread.
- Reminder: Can be set for any individual message (or thread) and the Slack Bot will create an automatic reminder for you. Custom notes can be added on what you want to be reminded of.

Notifications
- Notifications are a personal preference and may be set accordingly by each individual. Notifications can be adjusted in the left upper side of your screen: 'Slack' – 'Preferences' – 'Notifications'.
- Awareness of notification settings should be taken into account during screen sharing sessions, where confidential messages may be visible popping up on the screen.
- It is recommended adjusting your sidebar settings to make sure you don't miss on any relevant messages, mentions and reactions.



Threaded conversations

- **Reply in thread:** Threads are important to preserve the context and continuity of a conversation around a specific topic, and to keep conversations in channels together.
- **Also 'Send to #channel' tickbox:** Used to create more visibility on a specific channel, especially when response is crucial and requires highlighting.

Channels & messaging

- **Core channels:** See urgency and responsiveness below for definition and categorization.
- **Ad hoc channels:** Any discussion that is not relevant for the whole team and may be set up as needed. This is optional and requires only the participation and engagement of select people (i.g. project teams). Try to use dedicated existing channels to cluster as many conversations in the same place as possible. Examples of ad hoc channels are #livingroomconversation #ace #faciltator-expert-program.
  Creation of ad hoc channels avoids creating direct message groups with multiple people that cannot be shared with others + avoid losing specific conversations.
- **Private channels** : These channels are only visible to specific members of the workspace. It requires authorization to access certain information (country partners-specific information, customer data, NDA-signed information). Hence, privacy is a must.
- **Channel archiving:** SSI Core Channels will continue to exist as deemed necessary. Ad hoc and private channels may be archived when the topic/project is finished and at the discretion of the individuals involved.

Acknowledgement of messages

- When there is a request for input or support, designated to a specific person or group of persons, a clear and universally understandable response is expected regardless of it being positive or negative.
  Even a small acknowledgement with an emoticon reply can work. For example:
  : Yes, positive, I am available/interested
  : No, negative, I am not available/interested
- It is a best practice to always acknowledge any message or thread where you have been @mentioned specifically.

SSI global vs. SSI community workspace

We have two designated Slack workspaces within Semco Style Institute:

- SSI Global: this workspace includes only the SSI Global team. It is the workspace where all core team communication happens, and requires active daily usage from all team members.
- SSI Community: this workspace includes the SSI Global team and all country partner teams. This workspace is for easy communication with the entire community and with country partners-specific teams.
  Be mindful: specific questions / comments / feedback to core team members are not meant to be shared in this workspace, but in the SSI Global workspace.

Urgency and responsiveness

Core Channels: The channels listed below are considered SSI Core Channels in the SSI Global Workspace. This is a high impact channel for teams and clients, and thus requires some level of engagement and urgency. The expected response time is no more than one business day, with the exception of #urgent-requests with a response time of no more than four business hours.

#general
#salesfunnel
#ssi_nl
#ecosystem
#countrypartners

Starred channels/conversations

Use the star function to move up conversations to higher visibility, such as the SSI Core Channels and other frequent conversations, for efficiency.

File sharing

- **One-time Share:** Upload files to Sharepoint first, and add the link to a specific channel.
- **Structural Documents:** Add title/purpose of document, hashtag and the Sharepoint link, and pin documents to the channel.

Searchability

- **Context:** Use hashtags where applicable to allow easy search of content.
- **Role:** Use hashtags when addressing a specific role or when communicating out of a specific role to increase role ownership and its perception.

Privacy and safe space

Access to the SSI Slack Workspace may be granted to the following:

- SSI employees (Full or part-time) – **SSI Global & SSI Community Workspace.**
- Support staff (Extended suppliers with NDA) – **SSI Global.**
- SSI associates & country partners – **SSI Community Workspace.**

SEMCO STYLE CULTURE CODE

Miro

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Purpose
This document is created for the following purpose:
- Bring clarity to the position and use of Miro as a collaboration tool within the Semco Style collaboration space.
- Enable and support the team in streamlining communications using Miro as a tool.

Positioning
Miro is an online collaborative whiteboard platform. Miro's infinitely zoomable canvas and online whiteboard enables you to work together as teams, visualize meetings and capture brainstorm sessions. Miro is used for the following purposes within the Semco Style Institute:

	Instant messaging	synchronous co-creation	asynchronous co-creation	decision-making
Individual	Slack, Zoom	Slack, Zoom, Miro	Slack, Outlook, SharePoint, Miro	Slack, Zoom
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External communications	WhatsApp, Zoom	Zoom, Miro	Outlook, SharePoint, Miro	Outlook, Zoom

Functionality
Miro is a continuously evolving cloud-based collaboration platform that sees new features and functionalities over time. For its purpose of use within Semco Style Institute, the following functionalities are relevant:
- Miro whiteboards unleash creativity and allows for easy capturing of brainstorm sessions, project planning and other types of collaboration.
- Quick alignment on specific project/task/content-related questions in comments.
- Create supportive and interactive training materials (+ possibility to export PDF afterwards).
- Miro boards are easily set up and shareable with anyone, whether they have a Miro account or not (they can contribute as 'guests' depending on board settings).
- Integration with other tools such as Slack. You can download 'app integrations' on Slack to connect the Miro app, and receive instant Miro notifications on Slack.

Rule of thumb / general guidelines
At the Semco Style Institute, we have decided to use Miro as our main collaboration tool. The 'SSI Team Workflow' Miro board captures all main goals, activities and brainstorming sessions of the core team. It's used for both synchronous and asynchronous co-creation. Quick alignment on specific activities is possible via the 'comments' feature too. However, in-depth conversations will take place via Slack and Zoom as our main communications tools.

Best practices
The possibilities within Miro are endless! It unleashes creativity and creates an interactive, visual way of collaboration and interaction. These best practices are important to help streamline the use of Miro within the Semco Style Institute. By identifying best practices, we make the expectations explicit. These are not fixed rules as they may change and grow over time, based on what fits and what is needed for SSI.

Miro application

- Miro is accessible via the website, but also downloadable as a desktop app. We strongly recommend that you download the desktop version, which allows for fast synchronization and quick response time.
- Check which version suits your laptop the best
- As Miro is usually kept open for extensive periods of time, it is a best practice to refresh the board if you haven’t been active for a while. Do this by clicking ‘View > Refresh current tab’.

Check version Miro

Miro onboarding and creativity boosters

- Get familiar with Miro and the very first board basics
- There are a lot of possibilities within Miro. We have created a little onboarding template to get you familiarized.
- Whether you’re looking to master skills, learn frameworks, manage a team, or become better at collaborating with others, Miro’s guides are the ultimate resource. Browse through this library and start learning now.

Miro basics | Onboarding template | Libary Miro

SSI team workflow board

- The SSI Team Workflow Board is the main collaboration board for all core team-related work.
- In this section, you’ll find specific tips and guidelines to get you going.

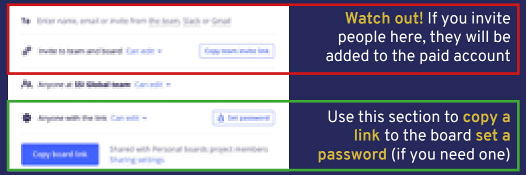
SSI Team workflow board | Specific tips

Sharing boards

- Within Miro, you can create as many boards as you want, and depending on the purpose of the board, you can share it with whomever you want. An important distinction to make when sharing boards:

Sharing boards
If you want to collaborate with people outside SSI or share a board with training participants, you can share the board with them.

Go to the **settings** section ans select **SHARE**.



Send them directions
During a sessions, or in a message, you might want to point someone to a specific place on a board.

Simply right click any object, to go the **“more”** section (three dots) and select **COPY LINK**. This creates a direct link to that section of the board.

SEMCO STYLE CULTURE CODE

Sharepoint

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Purpose
This document is created for the following purpose:
- Bring clarity to the position and use of Sharepoint as a cloud-based collaboration system within the Semco Style collaboration space.
- Enable and support the team in streamlining collaboration using Sharepoint as a tool.

Positioning
All SSI Global core team members receive a Microsoft Office 365 Business Premium account. Sharepoint and Onedrive are components of Office 365, and allow for easy collaboration and document sharing. Semco Style Institute uses Sharepoint for the following purposes:
- Synchronous and asynchronous collaboration platform to create, store and manage documents.
- It is a secure place to store, organize, share, and access information from any device.
- Integration with other tools such as Slack, Miro, Outlook and others allows for easy connection.

	Instant messaging	synchronous co-creation	asynchronous co-creation	decision-making
Individual				
Project group				
Company				
External communications				

Rule of thumb / general guidelines
We at Semco Style Institute have decided to use Sharepoint as the one and only storage place to save documents and to collaborate on documents. The general guidelines below are important to help streamline the use of Sharepoint at the Semco Style Institute. We can make the expectations explicit and documents can properly stored, retrieved, used and managed by following these guidelines. The overall goal is that all our electronic information is *kept organized in such a way that everyone can easily retrieve any piece of information… within 10 seconds.*

Installation
Book a session with Amar to take you through the installation procedure and Sharepoint setup.

Functionality
- The Team Sites are shared with all members.
- Whatever you put here, will be synchronized across all devices for all users.
- Please be careful when using these folders – whatever you delete here will be lost for all users. Whatever you put here will be shared across all users. The idea is that if someone deletes something critical, it is lost completely.
- We do have sufficient backups, but do not rely on this! In case something is accidentally deleted or moved, please contact Amar immediately to retrieve via backup systems.

Site governance
Sharepoint has been structured in a few different sites (= main folders):
- **SSI Global** > purpose: Accessible by Semco Style Institute core team only. Contains all documents relevant for international purposes, country partner-specific information and all core team-related content. Access to specific documents or subfolders can be given to external collaborators when needed (i.e. specific documents or folders in the 'SSI Netherlands' folder can be shared with a Dutch consultant whom we work with). *For safety purposes, sharing Semco Style Institute financial documents and NDA classified information on this site is not allowed.*
- **SSI Content Library** > purpose: Accessible by the Semco Style Institute core team and to all country partners. Only final documents will be uploaded in this folder – that which is relevant for sharing worldwide. This will be a read-only folder (uploading only possible by the core team).
- **SSI Ecosystem** > purpose: Accessible to specific members of Semco Style Institute and developers only when needed. Contains a full back-up of all documents that are placed in the Ecosystem.
- **SSI Confidential** > purpose: Accessible to specific members only when needed. Contains confidential information, such as Semco Style Institute financials and Country Partner License Agreements.

Naming convention & storage on the shared folder

The base structure and layout of Sharepoint has been set up, so there should exist a place for most things you want to put on there. Sustainable and structured naming conventions allow for easy storage and easy search of documents. History and structure is very important, and therefore, take the following into account:

- All work should be grouped in appropriate folders. If you are unsure of where to put a folder, ask Daphne or Christiaan for assistance *Try not to have files "lying around" that are not stored in a specific folder.*
- Sort out work alphabetically (abcd…) or numerically (1,2,3…). The name you give must immediately tell you what the file or folder is.
- Use common sense! Name the file something appropriate. Stay away from any personal name folders. For instance, 'Vibber Daphne' or 'Daphne for SSI USA (new)'.
- Stay away from using words like 'NEW' or 'UPDATED' or 'OLD'
- In some cases, there will be continuous activity on a document, and version control can be achieved by adding dates (either in front of the name or at the back). Date formats should be YYYY/MM/DD to enable consistency.
- All content-related documents that are published publicly (i.e. website, eco-system), such as e-books, articles, snippets and e-learning content go through two different stages (01. Draft/ Review and 02. Publish), and are stored as such. It is important to realize that as soon as documents are published and placed in the designated '02. Publish' folder, they are NOT to be adjusted anymore. This is the only way to store properly and maintain the integrity of original published items.

Permission and file sharing

The overall rule is that the SSI Global site is only accessible by the SSI Global team. A few exemptions:

- **Collaboration with external consultant**
  While collaborating on a document with someone outside our organization (for example, if you're working with an external consultant on a client project), then you can share that specific document with that person. Always make sure that there are no confidential files in the folder you share externally. Avoid this by placing confidential files (such are SSI forecasts and License Agreements) in the designated site called 'SSI Confidential'. Access for external people to specific documents and/or folders can be requested and ap proved by Daphne and Amar.
- **Collaboration and document-sharing with Country Partners**
  The Semco Style Ecosystem has a specific site that is accessible by Country Partners. All general onboarding documents can be found there. There are also specific, Country Partner-related folders, accessible by specific Country Partner teams only.

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