



Work from anywhere with

Zitko

A culture where you can do
your best work

The way we work

is flexible

Awesome candidates like you are increasingly expecting flexible working. And as employers, we don't want to miss out on great people.



We're doing everything we can to diversify our Zitko community.

The flexibility to work from anywhere is a big opportunity for us to increase access to talented people, especially from beyond our existing networks and local areas. Access to a rewarding career at Zitko shouldn't be determined by your post code.

Work is not a place

Work isn't something you come into the office for. It's something you do. Results matter more than where they're produced. Our culture isn't rooted to our location, it's anchored in our values and our amazing people.



The future is hybrid

At Zitko, you have the opportunity to work around your life, not the other way around. We're creating a culture where you can do your best work. Many of us are happier and more effective when we have options for where we work. That might be in the office, your local café or co-working space, or it might be from your home.

How your working

hours work

A flexible working culture is built on trust, communication and collaboration. If your role is full time, you will be expected to work 37.5 hours a week, 7.5 hours a day. You can fit your hours into a 12-hour period to suit you, anytime between 7.00am and 7.00pm. If you're part of our international team your 12-hour period needs to fall between midday GMT and midnight GMT.



Meetings

Your Team Manager will try to arrange meetings at a time that works best for everyone. If the meetings are within core business hours, say, 9.00am – 4.00pm, we expect you to attend.

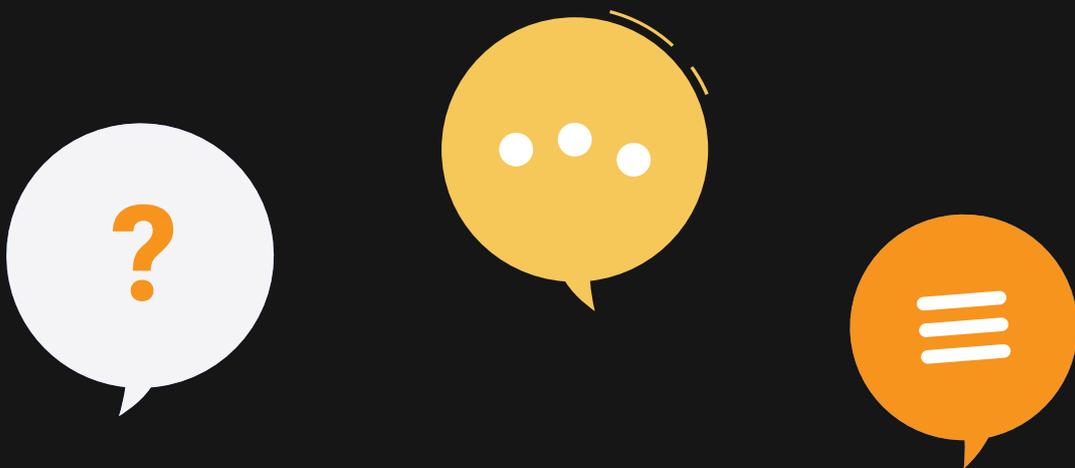


Keep talking

Communication is a critical ingredient of a successful remote team.

So, we make sure we keep the conversations going:

- Regular one-to-one meetings give you a chance to discuss any issues with your line manager
- Friday coffee mornings for quick company updates
- End of the month company catch up to give an overview of how the business is doing
- Quarterly Business Reviews (QBRs) bring the whole company together in person to socialise and discuss business strategies



Access to the right tools

We use cloud-based SharePoint to enable our team to work collaboratively from anywhere. SharePoint is a lean and easy-to-navigate resource for all the company templates, documents and information that you'll need access to.



Key Performance Indicators

(KPIs) and targets

The right behaviours invariably lead to the right KPIs. Let's take a look at what we mean by KPIs:

- Provides you with structure and support to achieve what's expected from your role
- Allows for a clear measure of your performance that complements your behaviour and financial targets
- A key tool to assess suitability, performance, progression, personal development and reward

If you aren't achieving your KPIs we'll look to understand the reasons why. We're here to support you in any way we can. We'll always discuss whatever needs to be addressed.



Rewards and perks

You'll find we're an appreciative bunch and we like to give shout-outs to the right kind of behaviours. We have an 'employee of the month' which is a great forum to raise awareness of deserving team member's achievements.

We organise quarterly non-work-related social activities to say, 'thank you, you guys are doing a great job!' We do stuff like meals out, spa days, karting, escape rooms... that kind of thing.



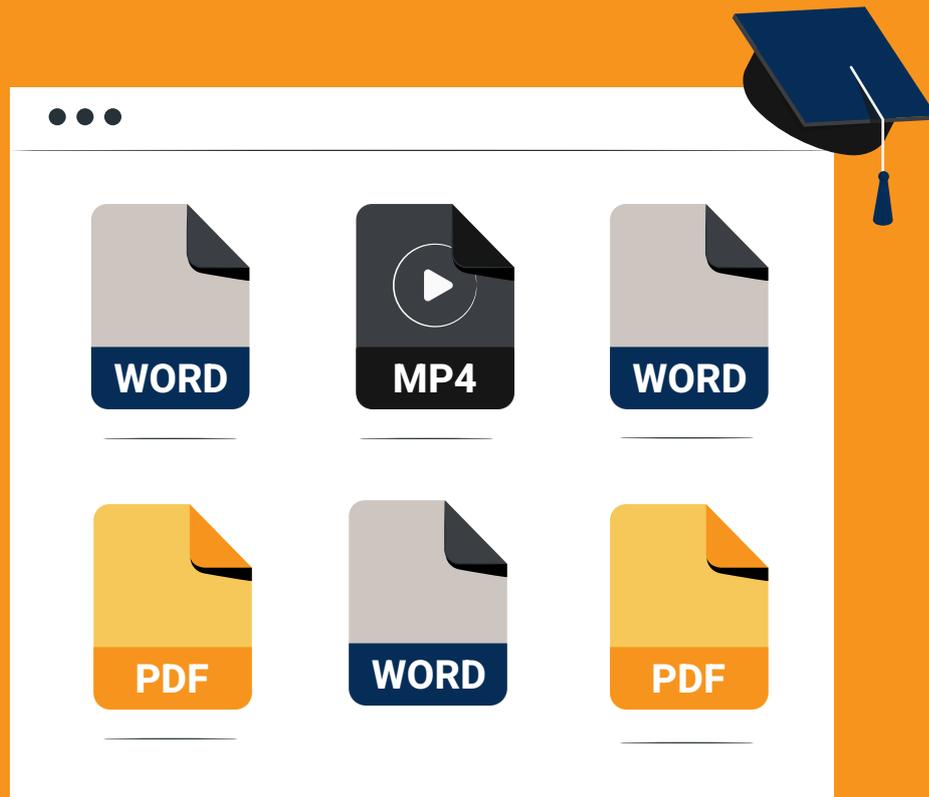
There's training too

We provide regular and relevant training:

- How to do your job – for example, how to use the database, how to sell, recruitment practice, networking, industry training, processes, privacy regulations and information security
- Personal development – we make sure you're aware of what's available to support your career progression. When selected you'll have a Personal Development Plan (PDP) which identifies areas of weakness and opportunities to train and develop

Performance Cycle

The Performance Cycle is a visual tool of training guides, videos and resources. It's stored on the company SharePoint and can be accessed at any time.



Mental health and wellbeing

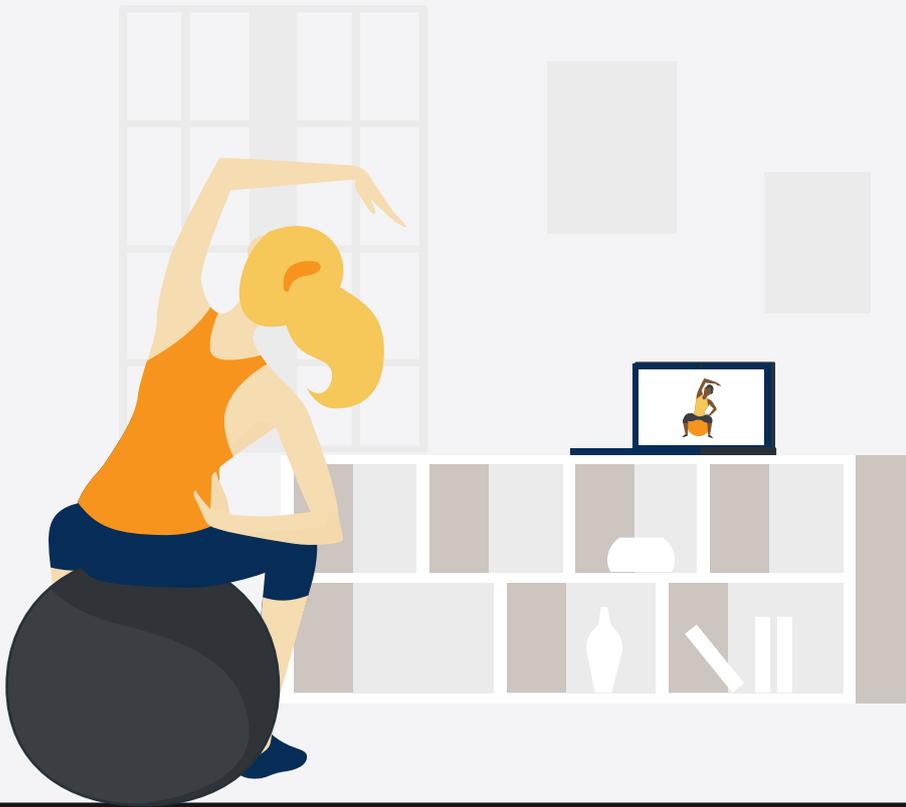
We take mental health and wellbeing seriously. We always try to do the best by our people through whatever struggles or issues they may have.

We have an in-house Mental Health first aider, who is available to anyone who needs a chat or any form of support in a confidential environment.

Let's get physical!

We have a retained Personal Trainer who puts on fitness classes for the Zitko team. There are early morning sessions, one evening session and regular bootcamp meetings on a Saturday.

If you'd like to get involved, you'll have an initial assessment with our PT, which will be followed by regular monitoring of your progress. To create healthy competition our PT selects an active prize winner every month.



Do you **Strava**?

If cycling or running's your thing, we've got a Zitko Strava group you're more than welcome to join. Shared goals and group challenges are a great way of bringing you together with other members of the Zitko team.

Our pledge to you

We will never take anyone for granted

That's about it **folks**

If you've got this far, thank you. We hope it's given you a good insight into what's important to us and how we do things at Zitko.

If you've got any questions
about working at **Zitko**
send us an email or
give us a call: **01480 473245**

