

# 'HAUS RULES

- **OUR NUMBER ONE RULE:** HAVE YOU DONE EVERYTHING YOU POSSIBLY CAN DO TODAY TO MAKE THIS A SUCCESS?
- TAKE RESPONSIBILITY FOR AS MUCH AS YOU CAN. NO-ONE IS EVER GOING TO HAVE A PROBLEM WITH YOU TAKING INITIATIVE AND IT NOT WORKING OUT.
- TOO MUCH HIERARCHY SUCKS...AS LONG AS YOU REMEMBER THIS IS YOUR COMPANY.
- POSITIVITY AT ALL TIMES, EVEN IN THE FACE OF OVERWHELMING NEGATIVITY.
- BE DIRECT AND DON'T LET ISSUES FESTER.
- TAKE RESPONSIBILITY FOR STUFF, DON'T BLAME OTHER PEOPLE. PEOPLE HAVE FAR MORE RESPECT FOR YOU THAT WAY. WE'RE ALL ON THE SAME TEAM.
- DON'T BE A DICK.
- AT EVENTS WE'LL BUY YOU A FEW PINTS, BUT JUST DON'T TAKE THE PISS. YOU'RE ENJOYING YOURSELF AT THE EVENT TOO SO TIME SPENT AT THEM DOESN'T COUNT AS TIME YOU CAN THEN DEDUCT FROM WORKING HOURS :)
- HEADPHONES = DND (UNLESS THE SANDWICH MAN IS HERE).
- IF YOU'RE ANSWERING THE DOOR FOR SOMEONE ELSE'S MEETING, GREET THE VISITOR WITH YOUR NAME WHEN YOU SHAKE THEIR HAND. AND SMILE. FIRST IMPRESSIONS ARE **SO IMPORTANT**.
- RULES SURROUNDING MEETINGS:
  1. DO YOU REALLY NEED A MEETING?
  2. 15 MINUTES BY DEFAULT
  3. TURN UP ON TIME
  4. NO SPECTATORS
  5. HAVE A PURPOSE, STATE IT UPFRONT
  6. MAKE TASKS, ASSIGN THEM TO PEOPLE
  7. DON'T BRING PHONES
  8. ONLY BRING A COMPUTER IF NEEDED FOR NOTES OR ACTUALLY PRESENTING
- EVERYTHING WILL BE OK. THIS IS FINE.