



# Welcome at craftworks

# United for a positive change



# Establishing **data-driven** **decision-making** as the **new way to work.**

**We strongly believe that data-driven decision-making is the best way to optimize work processes and improve sustainability. We empower companies to make better decisions based on data and therefore create a good impact for our customers, ourselves and the environment.**

# We inspire and empower growth.

## FOR OURSELVES

**We invest time and energy into growth and therefore are able to guarantee that every motivated person can choose their job and have the optimal work environment to achieve their maximum potential for the benefit of themselves and the organization.**

## FOR OUR CUSTOMERS

**Every day we use our diverse expertise to develop innovative solutions for the industry. By increasing our customers' productivity and performance, we empower them to grow aiming to make a positive change for the future**

OUR CORE

**We inspire growth.  
By empowering  
companies to make  
data-driven decisions.**

**Team Spirit  
& Respect.**

**Quality.**

**Lifelong Learning.**

**Openness.**

**Innovation.**

**Focus.**



# We communicate.

## IN ENGLISH

Most of the time the language is english. You'll notice right away.

## OPEN DOOR POLICY

Our doors are always open and if you need any help, don't hesitate to ask for it. The best way is, to go directly to the person you think is the best fit for your cause. In case of quiet time you should get in touch via the chat.

## INTERNAL CHAT

During our quiet working time we communicate through our internal chat which you'll get to know. You should be online during the core working hours and use the meeting rooms if you'd like to discuss a project. Even for other topics there is an "off-topic"-channel which you can use. You'll get to know the commonly used program slack on your first days.

## MAIL

Always be polite, whether you communicate with colleagues or with somebody external and don't forget to put involved people in CC.

## MEETINGS

Remember that there is no meeting without a reason. You should always be prepared for your meetings, in order to make the meeting as efficient as possible. Every meeting needs an agenda at least 24 h before it starts. There are regular meetings weekly.





## Working time and time tracking (1)

### CORE TIME IS QUIET TIME

The core working time is Mon to Thu from 10:00-15:00, Fri from 10:00 to 13:00.

If you're not able to be here during the core time, please let the team know as soon as possible. Please keep the noise at the non-meeting rooms at a minimum, as your team members have to concentrate. For discussions and talks please contact the respective people via slack and use our meeting rooms, kitchen, terrace or the internal chat.

### TIME TRACKING

We track our time with our own tracking system YATT. After 6 hours of working you should take a break which lasts about half an hour. The maximum of working hours a day including your break are 10 hours.

You should try and finish your work before 20:00 unless you've been told so by your team manager. Make sure to make a night break of at least 11 hours.

If possible try to not work before 06:00, unless you agreed upon otherwise with your team manager. Don't work on weekends after Saturday 13:00, the weekend break has to last at least 36 hours.





## Working time and time tracking (2)

### HOME OFFICE / WORKING REMOTE

There are some preconditions which have to be fulfilled in order to be able to work from home. You have to make sure that your work environment is set up and working. It is important that you are able to talk and listen over Google Meet so it's possible for you to take part in a meeting. Before the start of a meeting, set up all features needed.

Please keep in mind that our projects are under non disclosure agreements so when working remote privacy is needed.

### REMOTE/ ASYNC COMMUNICATION

Keep in mind that remote communication can also lead to misunderstandings more often. If you don't understand the reaction of a team member, just ask. There's always the possibility to schedule a short call.

Blockers should be communicated early to avoid your team being blocked. Stay in touch with your team, especially if you work remotely.

## Successful growth is a decision. Driven by Data.

craftworks is a diverse team of experts, which is breaking down complex challenges of industrial companies providing data-driven solutions. We create AI, Big Data and Software solutions and with navio we develop a product in the core of this field.

<https://craftworks.ai> . <https://rebrand.ly/craftworks-brand-guidelines>



## AUTONOMOUS MACHINES

## AI SOLUTIONS INNOVATING THE WOOD PROCESSING INDUSTRY

Autonomous Machines (also known as AUMA) provides products optimizing processes in the wood industry. Autonomous Machines is a joint venture with Springer Maschinenfabrik (<http://springer.eu>). We create the product SensAI which focuses on visual detection of woodworking processes.

<https://autonomousmachines.ai> \_ <https://rebrand.ly/autonomous-machines-brand-guidelines>



## HYBRID WORK. Simply more efficient.

FLEXIDSK is a simple and intuitive desk-booking software built for hybrid workspaces. While FLEXIDSK is easy to set up and use, it also provides tools and insights simplifying the management of a hybrid work environment. FLEXIDSK is developed by craftworks and marketed independently.

<https://flexidesk.ai> | <https://rebrand.ly/flexidesk-brand-guidelines>





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