



# Staff Handbook

Release August 07, 2019

I'd like to personally welcome you to the team. It's an exciting time for Mbrella Films as we continue to grow, we strive to remain as adaptable, motivated and responsive to our new employees as we are to our customers. We pride ourselves on being customer-focused, relevant, and open to new ideas. We're glad to have you on board!

We're continuously transforming the way we operate to improve our ability to innovate, expand, and make our customers' lives better. Our employees and partners have continued to meet the challenges of our field and to excel despite setbacks. We are very proud of where we are today and excited about where we are headed.

We just like you to know that you, as part of our team, are our most important and greatest asset. We could not accomplish what we do every day without our employees. I'm very pleased to welcome you to Mbrella Films and look forward to working with you!

Founders

**JOSHUA DIXON**

**PAOLO PERELLI**



# About Us

# Who We Are

We aren't big on the daily grind mentality. Our company values, objectives and philosophy are a direct reflection of the kind of studio culture we want to inspire: where everyone involved is driven to create world-class next-generation products and user experiences with meaningful, positive impact.

Simply put: we strive to be the best. And we're looking for more like us. Our recruiting radar is always on: seeking the next superstar from every discipline.

It takes drive, creativity and a passion for solving tough challenges (and we mean tough).



## Our Guiding Values

# Embrace And Drive Change

Charles Darwin once said: "It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is most adaptable to change."

We carry that idea with us as we continue to grow our products, services, and company.



## Our Guiding Values

# Be Passionate And Determined

We owe it to ourselves to work on things we are passionate about. If you're passionate about something, you'll do a better job and enjoy the process. There are some necessary evils at every job, but it's up to you to make sure you're passionate about what you're working on.



## Our Guiding Values

# Use Good Judgement

Whether it's making product decisions or meeting with a client, we expect everyone to use good judgement in all aspects. Dress well if it's a formal meeting, weigh all the pros and cons if it's an important product decision, move quickly when you can... you get the idea.

# Where We Came From

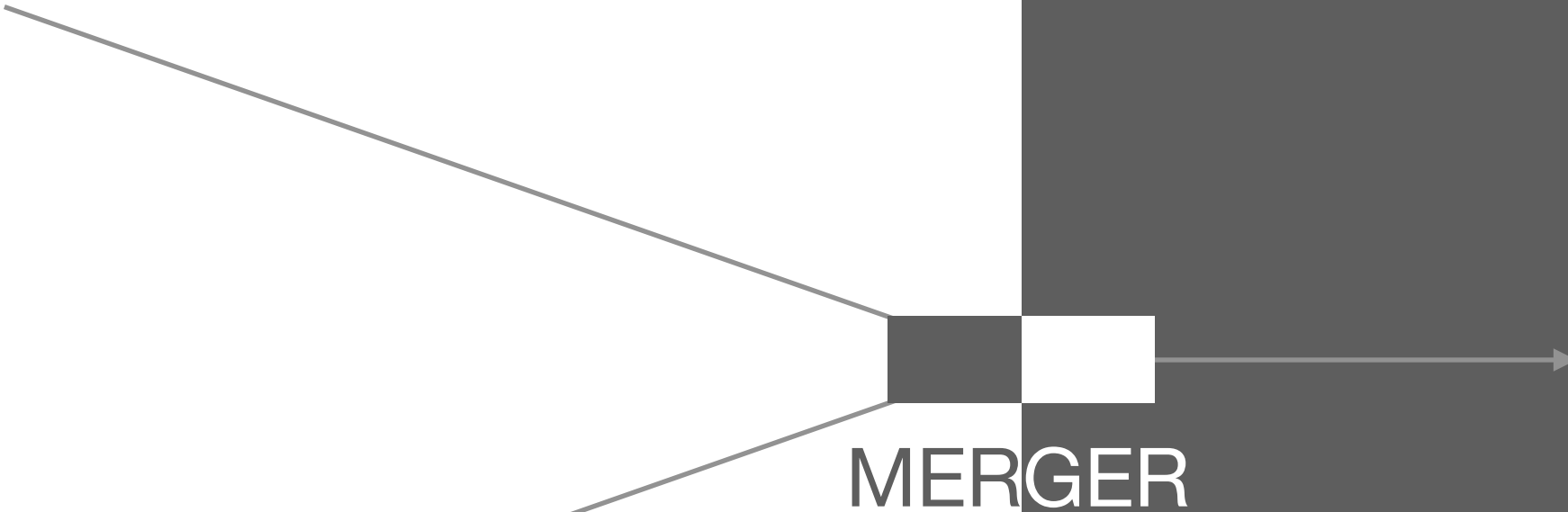


MORGAN & PRESTON

Est 2014



Est 2014



Est 2018





# Company Structure

We are proud of being a fairly 'flat' company. That means everyone has a voice. Everyone can have a meeting with anyone. There are no bad ideas.

Generally, we're made up of producers, production managers, and other production service staff.



We have fun.



# Your First Days

You're Hired - What's Next?

# Your First 3 Months

We are extremely proud that within 3 months at Mbrella Films, you will have finished your probation period. At this time we will evaluate the last 3 months and have a work based review determining the continuation of your position.

At this point you will have learned a lot of what actually goes into your day to day position at Mbrella Films.



# Training

Firstly, you are encouraged to ask as many questions as you can. We will offer our own support from within, based on the leadership and the Mbrella Films team.

The first few days will be setting up in all of our systems, email, staff dashboard, FreedCamp project management, and so on...

If you have additional training or tutorials that you are considering and think these would be available to your position, please bring this to our attention, we would love to considerate it.

# Tools We Use

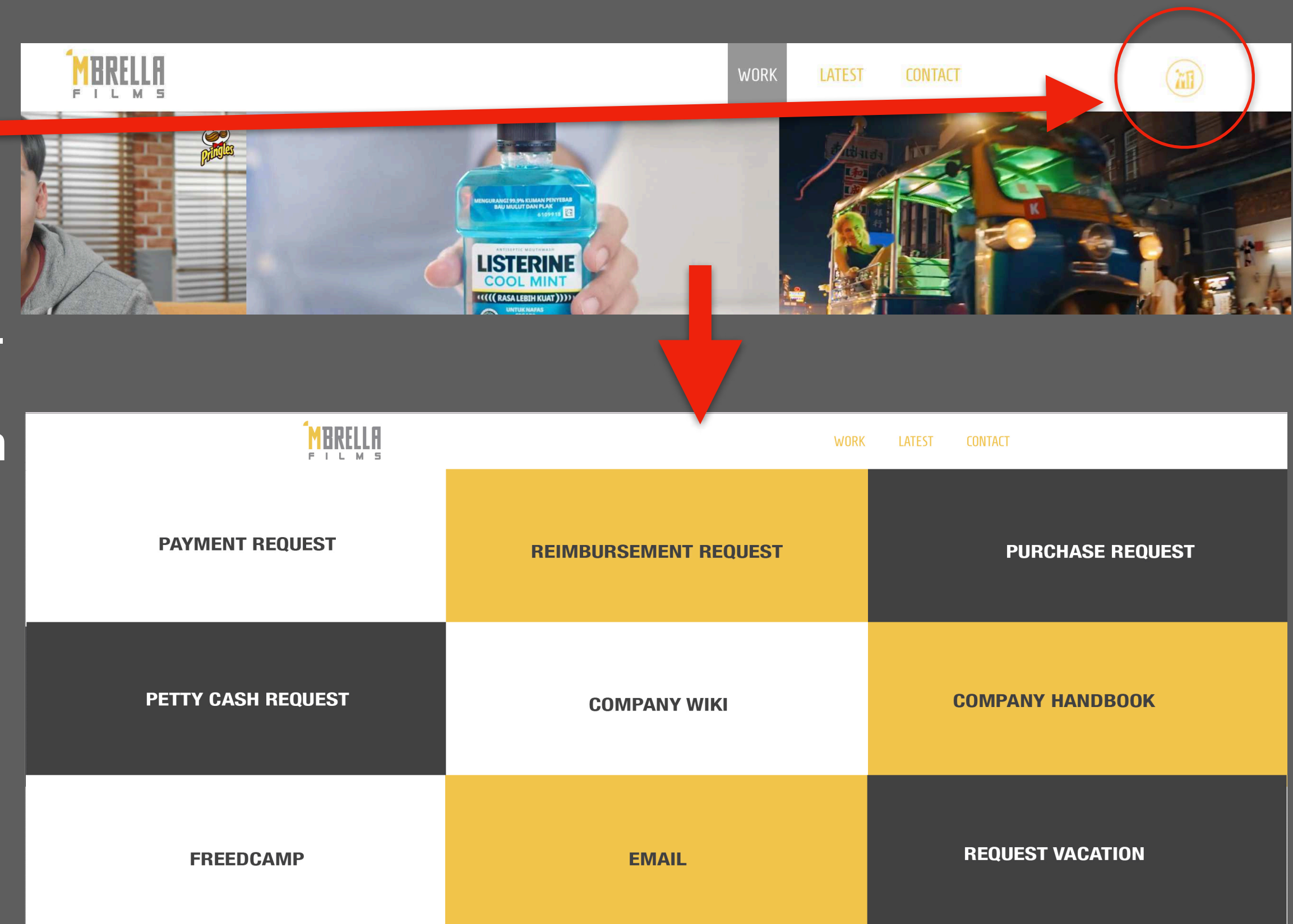
## Staff Dashboard

To login to your dashboard, on the Mbrella Films website, click the circle logo at the far right.

Firstly, explore the dashboard, it is the quickest and easiest way to start process items within the company. If you need a reimbursement or petty cash for something, you will find the place to request this within your dashboard.

Here you will also find copies of the current company handbook, our company policies, our company wiki, how to request for time off from work and so on.

To login use your company email & email password.



# Tools We Use

## LINE



[Download for all devices](#)



We use LINE for our company internally to announce messages as well as organizing many of our productions and groups amongst our staff.

If you haven't set up your LINE ID yet, please download the App from the link below for both your mobile and computer. Then grab your nearest colleague and have them add you into the Mbrella Films LINE group.

### **Please note the following:**

The Company Line Group is only for internal company-wide announcements, not for discussions. If you need to address 1-2 people don't use the company group. If you need to address the entire team, please do use the company group.



## Tools We Use

# Google Mail / G Suite

# G Suite



[Android Downloads](#)

[iOS Downloads](#)

For our company emails we use G Suite by Google. Simply go to [www.gmail.com](http://www.gmail.com) and you can login with your company email and password. You can also access this through your staff dashboard page.

Here you can also access our company “DRIVE”, this is our online cloud storage where we host all of our important documents and so forth.

Email [www.Gmail.com](http://www.Gmail.com)

Cloud Storage [www.Google.com/drive](http://www.Google.com/drive)

Calendar [www.Google.com/calendar](http://www.Google.com/calendar)



## Tools We Use

# Skype & Google Hangouts



[Download Skype for Mac/iOS](#)  
[Download Skype for Windows](#)  
[Download Skype for Android](#)

We use both Skype and Google Hangouts for Video Conference Calls. Please familiarize yourself with both of these applications.

Make sure to download the applications and sign up for Skype, using your Mbrella Films email address only.

Google Hangouts you already have access with your Mbrella Films email.

# Tools We Use



[Download for Android](#)

[Download for iOS](#)

FreedCamp is our project management system. This is what keeps us all on track.

Anytime you have a specific task to do, it will be delegated through FreedCamp. This helps us keep an organized list of all of our tasks and lets your manager know where you are on all tasks at all time.

Please visit [FreedCamp.com](https://freedcamp.com) to access this. You can also access this through your staff dashboard.

# Tools We Use

## Wiki

 <https://mbrellafilms.com/wiki/>

Our company wiki is available at [www.MbrellaFilms.com/wiki](https://www.MbrellaFilms.com/wiki). You can also access this in your staff dashboard.

This is update internal procedures and information for our company. These are made to be edited and updated continuously as the procurers change. This is searchable also, so you can search and find the correct information you need.

This will contain information on topics such as accounting procedures, visa and work permit procedures, marketing procedures, vendor and equipment rental procedures, sales procedures and more.

Only a specific amount of staff will have access to this, you will receive this by email if you are required to have access.

# Who Should I Contact For \_\_\_\_\_?

If you have general questions (or aren't sure to ask), ask your direct manager. Otherwise, please ask your question directly to who you think could answer it best.

**Human Resources**  
**Marketing**  
**Biz Dev**

Paolo  
*p.perelli@mbrellafilms.com*

**Production**

Joshua Dixon  
*j.dixon@mbrellafilms.com*

**Accounting**  
**Invoices**  
**Salary**

Mac  
*c.sermdararat@mbrellafilms.com*



Policies

## Can I work from home?

We prefer everyone work at the office day to day, this is so we make sure to keep a great working culture and synergy. If you do need to work from home, that's ok but it should be appropriate. This is something we would like to leave to your judgment and trust you will be making the best choices for the team.

If you do choose to work from home, it is your responsibility to update your manager and team ahead of time.

# Absence / Lateness Policy

**Absences:** If you are not able to attend work due to illness, we ask that you communicate this as soon as you are able. Of course, you must take care of yourself first, please make sure that you are safe and ok first.

**Lateness:** We ask that you keep your lateness to a bare minimum. If you know ahead of time that you will be absent or late, provide reasonable advance notice to the team.



How much holiday time do I get?

Aside from your 13 national holidays, you are given no less than 6 working days holiday after your completed your 1st year of employment. We will calculate annual vacation on a pro-rata basis in year 1.



How many sick days do I get?

You are legally allowed to up to 30 sick days per year. After 3 consecutive days of sick leave, you are required to provide a doctor's note.

# Confidentiality

By nature, we deal with confidential and sensitive information about our operations and our customers. Everyone on the team is expected to keep these secure within the company.

It is required that all information about Mbrella Films, its customers and other employees be kept strictly confidential. The release of confidential information, whether intentional or unintentional, can injure Mbrella Films and those individuals associated with it.

If an employee is unsure if something is confidential, or has any questions regarding the employee's responsibilities in dealing with or releasing confidential materials, please ask the Office Manager.

If your employment with Mbrella Films discontinues for any reason whatsoever, you are required to keep all information confidential for a period of 2 years after your last day of work with Mbrella Films.

Please refer to our NDA at the bottom of this document for more information.



# Time Wasting At Work

We trust you as a staff to manage your time and your work. Short or small breaks are ok, we all enjoy them, but make sure you are not wasting valuable company time.

Please remember that we don't want to micro-manage you. Be responsible with our company time and we will make sure to respect you in the same manner.

Good To Know's

What times do we start work?

Our office hours start at typically at 10am we leave around 6pm.

Again please remember we want to have mutual respect for everyone and company time.

# I Need Gear!

If you need gear, please let your direct manager know.

Mbrella Films will provide you with the equipment you need in order to do your job. This could mean a computer or tablet, but special equipment requests are welcomed and will be approved on a case by case basis.

To request equipment, find what you'd like online with Alibaba, Shopee, Lazada or similar, and email a link to that item or items to your manager and we'll do what we can within reason!



## What do people wear?

We don't have a strict dress code, but people typically wear jeans, tshirts, running shoes, etc. Sometimes people wear blazers if they are feeling fancy.

Remember, dress to impress!

If you are meeting clients, you are representing our company, lets make our clients feel good about doing business with us!

No open toed shoes, flip flops or shorts unless it is required for the job.

# Office Lunch

Please limit your lunchtime to no more than an hour.

We provide an area to eat inside the office in the kitchen area. Please do your best to have your meals at the seating area if possible.

If you have work to finish it is ok to have your lunch at a work table or your desk, but please make sure you are being respectful of other working however-don't bring something that smells into the office and will distract others.

Please make sure to clean up after you eat, as well as periodically throughout the day and the end of the day.

**NO DURIAN ALLOWED INSIDE THE OFFICE.**





# Team Outings

We try our best to plan as many activities as possible. It's important for us to get to know each other as a team and as people, inside and outside the office. These are work events and all employees are expected to make a conscious effort to attend.

Even outside the office, all employees are expected to behave appropriately towards one another. Do not make anyone feel uncomfortable. Be a good human. If you consume any alcohol, do not drive until it is legally safe to do so. If you are unsure, please use Uber or GrabTaxi, or a taxi or have somebody else drive you.

If you need a taxi and don't have any money on you, let us know.

How often are performance reviews held?

We have performance reviews every year. These are just coffee chats with your direct manager.

# First / Last One In The Office

If you're the first one in the office, you'll need to turn on the Aircon and lights. Please turn on all necessary Aircons and lighting.

Do not turn on an Aircon or lighting in a room that isn't being used.

If you're the last one to leave the office, please turn off all Aircons and lights before leaving.

When you leave the office, please make sure the door is locked and can not be opened.



I want to take a vacation /  
time off, how early do I  
need to tell you?

Please confirm 2  
weeks before you'd  
like to take time off.

# Company Expenses

Some of the staff are required to open an additional bank account to use for their company expense account. This expense account is so that you do not have to come out of pocket for company expenses.

You are expected to use this account for ONLY company expenses. If you can not manage this, then you will be expected to front some expenses that will be reimbursed back to you.

Please keep in contact with your manager for the items you are allowed to purchase with your expense account.



# Compensation

# Getting Paid

## **When**

Employees are paid once a month, the last Friday of the month.

## **How**

We pay by direct transfer to your bank account. To set up your bank transfer talk to our accountant, Mac.

## **Production Bonuses**

For specific staff we offer bonuses for the days you spend on a shoot. Please talk directly with your manager for these details. These terms must be established first with your manager before you ever receive a production bonus.

## **Annual Bonus**

Annual Bonuses are subject to your performance and the company's current status. This is subject to the company shareholders.



# Staff Referrals

If you know (or meet) someone that you think would be a great fit at our company, please refer them! All you need to do is give their contact information to your manager and if we end up hiring them, you'll get a juicy bonus of 5,000 THB!





Benefits

# Holidays

At Mbrella Films, all employees are paid and not expected at work for all national holidays according to government law.

These are determined annually and will be updated accordingly.

# Job Descriptions

# “EP” Executive Producer

The Executive Producer is the main brain behind the money and daily operations. This person will execute and approve all finance requests that are not directly tied to a specific job. They approve salary and also keep track of daily business development and help to usher in new clients

# “HP” Head Of Production

The Head of Production oversees all of the production currently happening. They will oversee all of the budgets and approvals for cashflow per job and also payments to freelancers and vendors. They also help with the business development and ushering in new clients.

# Accountant

The Accountant is responsible for overseeing and managing payments, petty cash, reimbursements, purchases and anything else related to finances. The accountant is also responsible for tracking and categorizing all transactions and money, including preparing all statements for staff, freelancers, and vendors and the company monthly and annually.

# “DMD” Digital Marketing Director

The Digital Marketing Director is responsible for marketing digitally to our clients and potential clients. They are responsible for designing and maintaining strategies and reports and presenting these weekly along with progress reports. The DMD reports directly to the EP and HP.

# “WD” Web Developer

The WD works directly under the DMD. This person is responsible for implementing all of our web and design tasks internally.



# Producer

A producer is someone who manages a job from the start to finish, they are only level above the PM. They are responsible for making decisions financially and also strategically in order to maintain a production and execute it correctly, insuring the client satisfaction is of the highest level.

# “PM” Production Manager

The PM works directly under the Producer, executing the production from start to finish, while taking direction from the producer on finance decisions and checking that strategy is correct and in order. The PM is the bridge between the crew and the company.

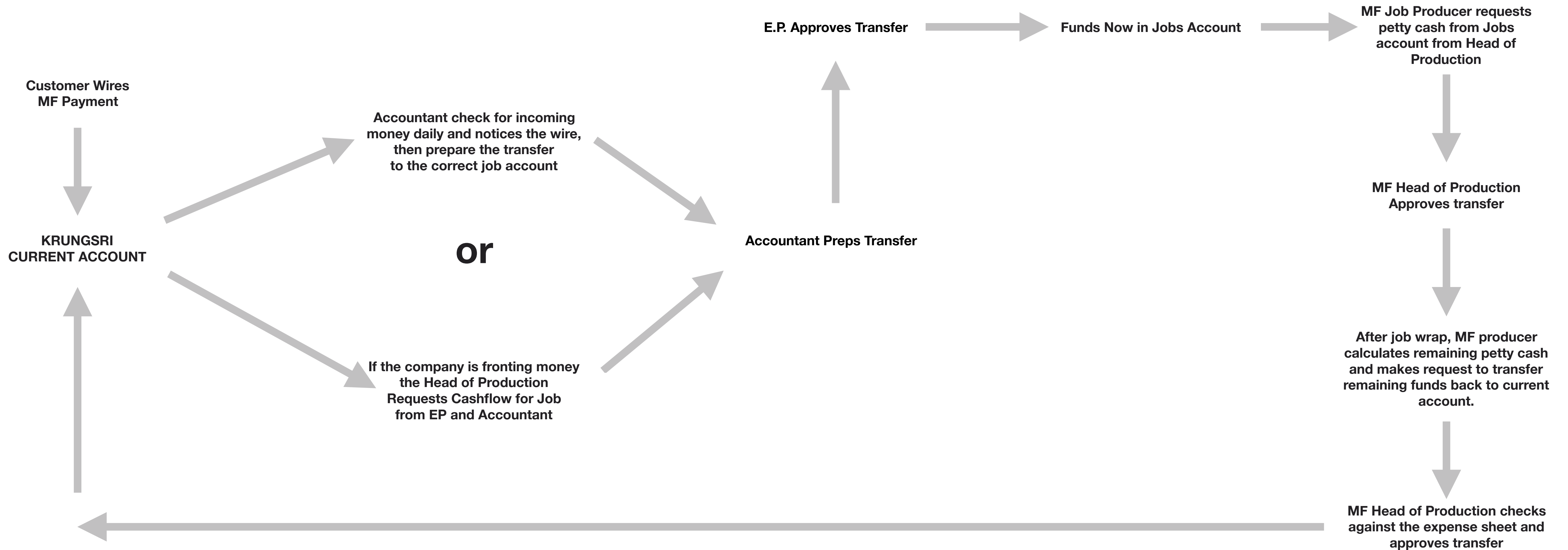
# “PA” Production Assistant

The PA is one of our lifelines. This person is very important in the sense that we depend on them to help with many types of different tasks, ultimately filling in the cracks where needed.

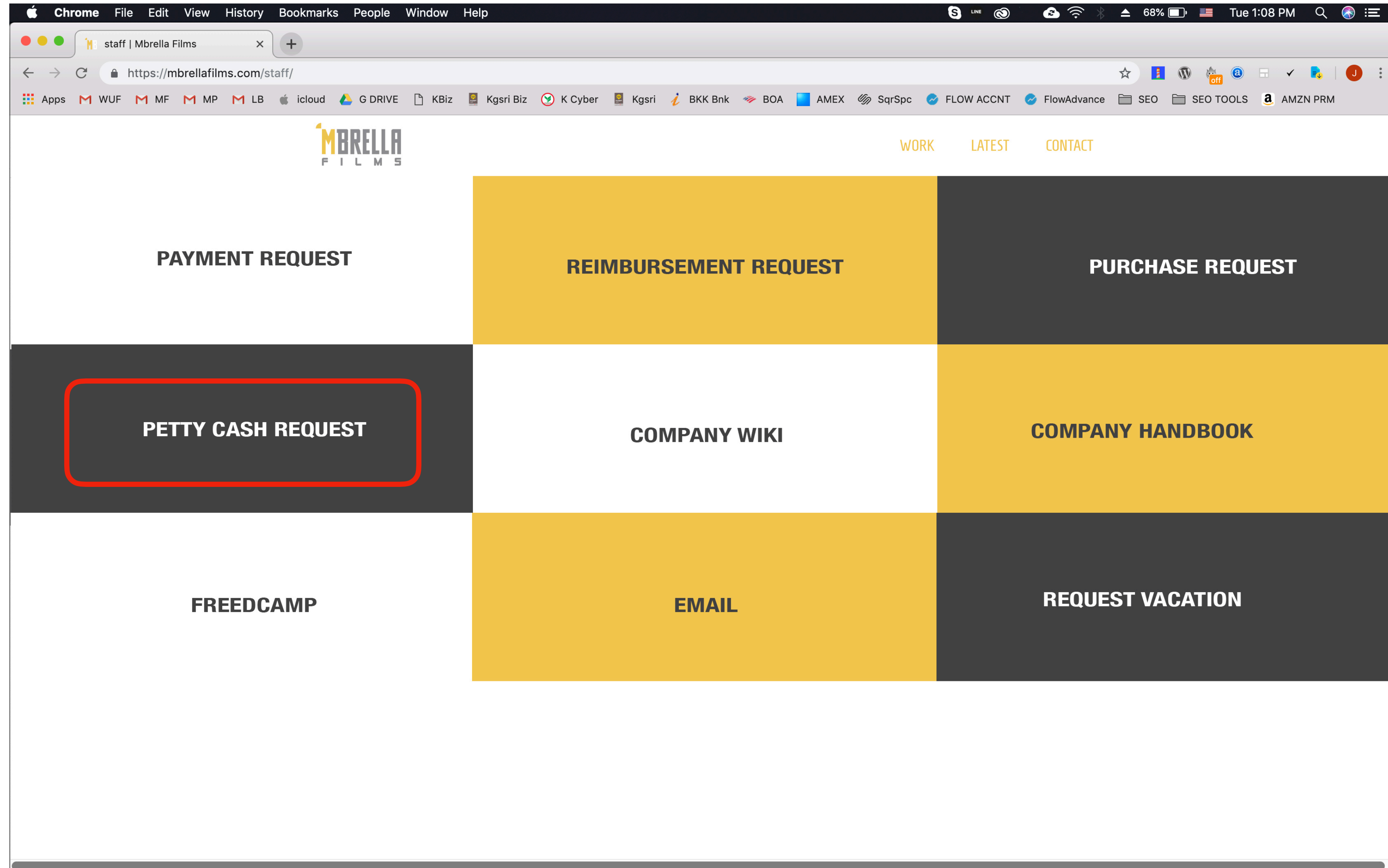
# Understanding Money

# HOW TO REQUEST CASHFLOW FOR A JOB

\*Note: We could be funding jobs with cash flow we readily have available OR it could be from the client payment that was sent to us via Wire/Transfer from Abroad. Regardless of where the funds are coming from, this is the correct flow.

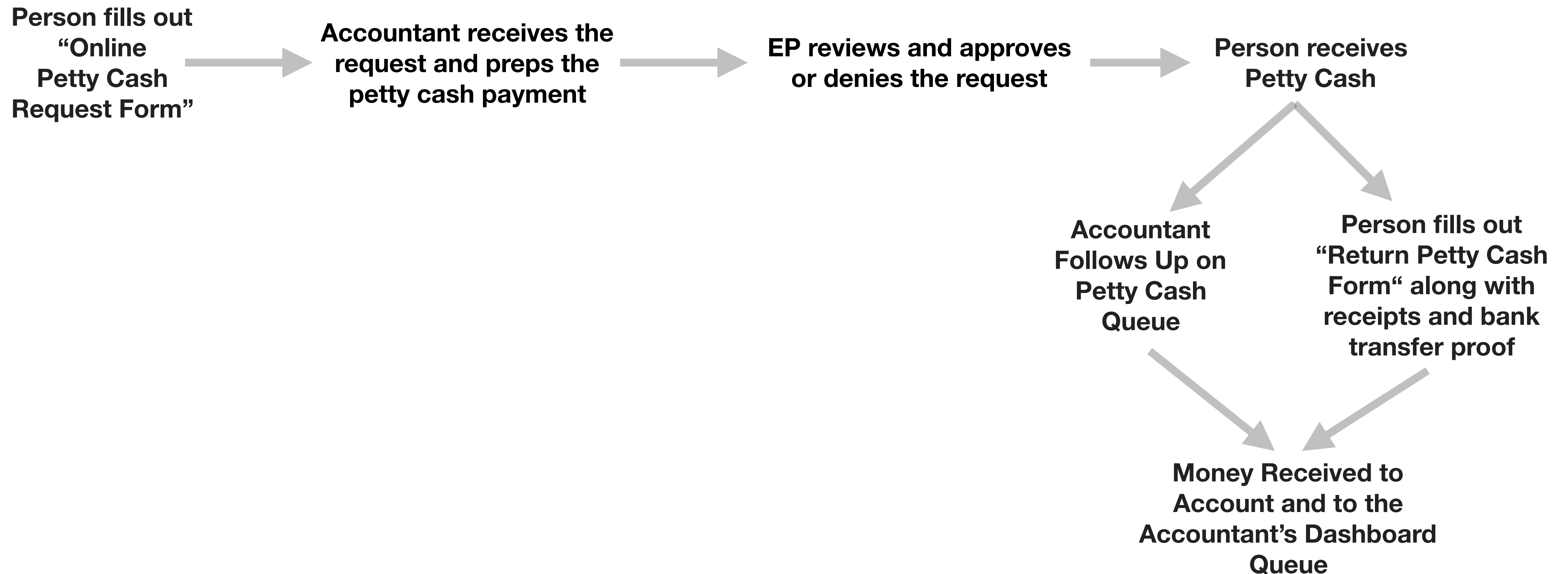


# HOW TO REQUEST PETTY CASH



# HOW TO REQUEST PETTY CASH

**\*Note:** Petty cash is used to “float” you for a period of time. The petty cash will be used for a number of items, maybe Taxi, taking a customer out to eat, or a number of other items you are not entirely sure about. This is not for making a one single large purchase.



# HOW TO GET REIMBURSED

The screenshot shows a web browser window displaying the Mbrella Films staff portal. The browser's address bar shows the URL <https://mbrellafilms.com/staff/>. The page features a navigation menu with the Mbrella Films logo and links for WORK, LATEST, and CONTACT. Below the navigation, a grid of seven buttons is displayed:

- PAYMENT REQUEST** (white background)
- REIMBURSEMENT REQUEST** (yellow background, highlighted with a red rounded rectangle)
- PURCHASE REQUEST** (dark grey background)
- PETTY CASH REQUEST** (dark grey background)
- COMPANY WIKI** (white background)
- COMPANY HANDBOOK** (yellow background)
- FREEDCAMP** (white background)
- EMAIL** (yellow background)
- REQUEST VACATION** (dark grey background)



# HOW TO GET REIMBURSED

**\*Note: If you have spent any of your own money on any purchases related to our company, you are able to request for a reimbursement. This flow chart shows you have to do this.**





# Sign Below Upon Accepting Company Handbook

**I verify I have read the entire handbook from start to finish.**

**I understand all policies and procedures mentioned above and will honor them to the best of my ability.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

