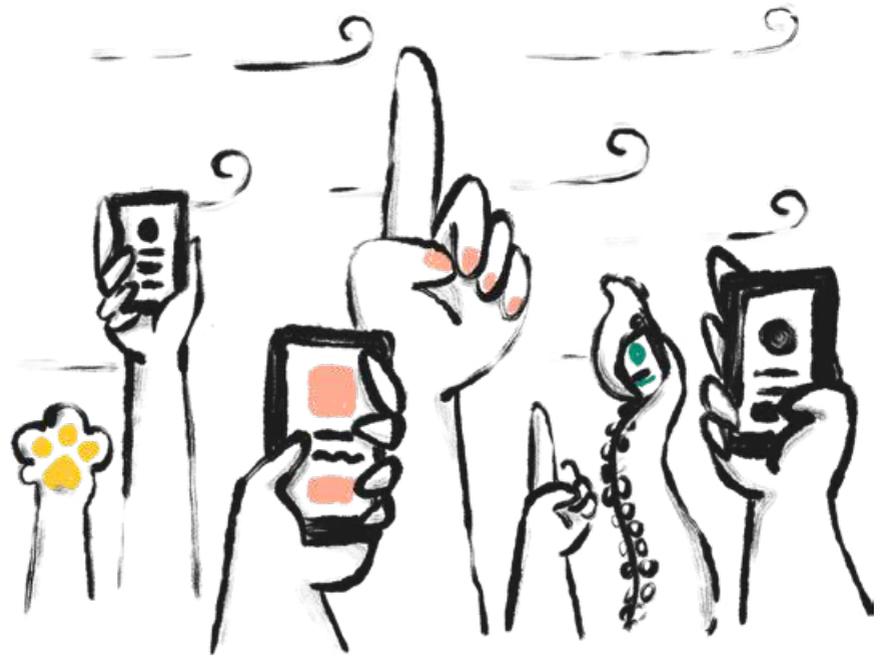




Handbook



Hello! We are Cleevio.



This handbook should make it easier for you to get to know Cleevio - who we are, how we work and what our basic rules are. These rules are changing organically according to our experience and needs. Their goal is clear - to create the friendliest environment for work, and to make our continuous process of learning fun.

We're still growing company, so it is also up to you, to shape how these rules will look like. if you have any feedback, ideas, concerns - pls share it with us!

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About Cleevio

The Story of Cleevio

Word from the CEO

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The Story of Cleevio

How it began

Cleevio was founded in 2008 by three friends with big dreams.

After some organic growth, Cleevio worked on its own projects - Spendeo, Gamee and Angee, which together have millions of downloads and are gradually expanding.



Where we are today

Today, Cleevio has its own CEO, David Bezdeka, and is working on projects for clients and companies around the world.

With his work he helps with the product itself, starting startups, mainly technically. Cleevio's people come from a diverse environment, but they work like a well-coordinated team at work.

During development, we use new technologies and libraries, always striving to uplevel.

We work side-by-side with our clients as a partner and we are their digital expert. We advise and influence the design and strategy of the project.

We are looking for bold clients who are leaders in their field and have innovative, creative ideas.

We are attracted to projects which utilize new technologies.



We love building products that not only provide added value to their users but also supply business opportunities for our clients.

“

**We create
our digital
products with
a clear goal in
mind - making
your users
lives better.**

David Bezdeka
CEO



**We enjoy
making peoples'
lives better with
user-friendly
products.**

Our Core Values

1

Collaborate

Team cooperation and rapid, clear communication are some of the key values that enable us to deliver quality products on time.

2

Excellence

We do not compromise – precision and quality are the basis for all work that is done at Cleevio.

3

Focus

New challenges are our favorite. We take every project very personally because when you succeed, we do too.



4

Customer-oriented

We respect the client's requirements and specifications. We work so that the result is always joyful for both the user and the client.

6

With Impression

We believe a successful business can only thrive through growth-minded, user-centered, design-driven development.

5

Customer-selective

We're looking for long-term partners who are excited to try new things and are not afraid of change. Together, we'll accomplish great things.

7

Education

We believe in continuous education and we strive to learn something new every single day.



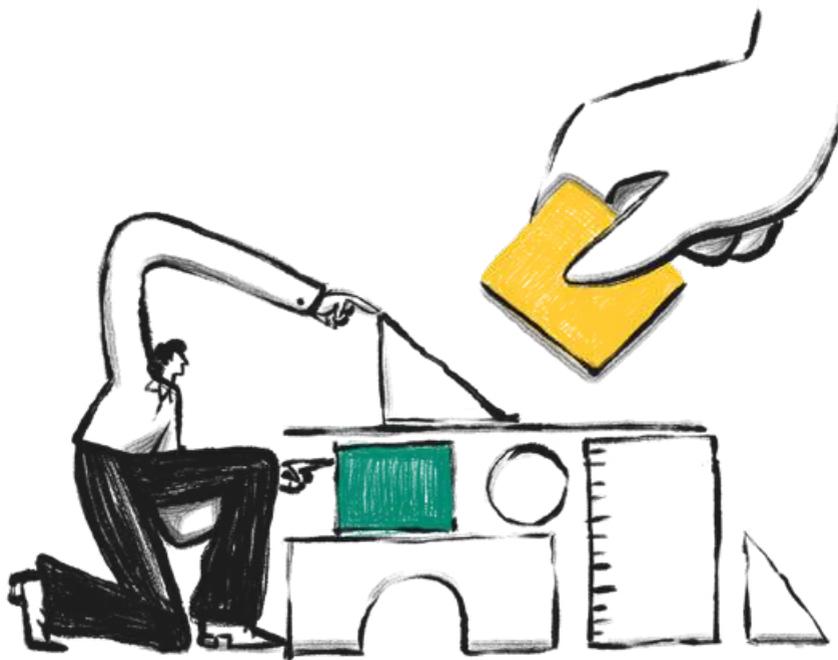
Working at Cleevio

Tools

Tips on working together

Benefits

Tools



Here is the list of tools we use every day in Cleevio.

Some of them are mandatory and some just nice to have/use, but all of them help us to achieve our goals effectively!



Slack

We use Slack for daily communication.



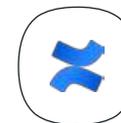
Facebook Portal

Every week (sometimes more often) we do project stand-ups. Facebook Portal hardware streamlines this process.



Jira

In Jira, you will find assignments on specific projects, Kanban bulletin boards, and backlogs.



Confluence

Every company has some knowhow, we guard ours and keep it on Confluence – this is a good way to learn about Cleevio's processes and structures.

Designer



Sketch

The design of every application usually comes from this tool and has become a standard. If you're working in another tool, please let us know.



Adobe Illustrator

This tool is preferred by us if you are an illustrator or you are making some artwork.



Adobe After Effects

Animations often take applications to the next level. The .lottie format is best, so we use Adobe AE.



Developer



Android Studio

Ask our team leads for help with the Android development platform if you're a junior and you need setup information.



xCode

Ask our team leads for help with development on iOS if you are junior and need setup information.



PhpStorm

There are many tools for backend, Jet Brains has proven to be the best for our developers. If you are junior and need setup information, ask our team leads.



Visual Studio Code

We often use this Microsoft program for frontend development and other associated languages, but alternate preferences do not interfere with our process.

Tips on working together

Share something about yourself

Prepare a few sentences about yourself to share on Slack, helping you to connect with new and remote colleagues.

Communication

At the beginning, communication is key – do not be afraid to ask when you don't know.

Be ready

Prepare everything you need to work, install the necessary software to avoid delays.

Be careful

The beginning will pass quickly and the rest of the team will expect stable and precise results to build on.

Thoughtfulness

We are a bunch of friends, but maintain a clean space in order to be considerate of others.

Respectfully

We have a tuned and functional system. Try to be part of the team and not change the world from day one. If you have comments, we will be happy to listen to them and, with your help, we can iterate and improve the process.

Responsible

We're all adults here (most of the time). If you get the flu or you need to visit family back home, do it! Just, be reasonable and considerate of your colleagues and employer.



Benefits



Every morning you will find a healthy breakfast in the office and, of course, snacks all day. Coffee, chocolate, and sweets will always be available. If you prefer vegetables, wait until you see Kristyna's bottomless fruit and veggie platters!

Team building at Cleevio is varied and frequent – we go in the winter to the mountains, in the summer to the wild river, and, when we need a break, to an escape room or go-karts. We also have FIFA on the XBOX, multiple large TVs and projector screens, and a surround-sound speaker system.

“
**All you
need is love.
But a little
chocolate
now and then
doesn't hurt.**

Charles M. Schulz

In addition to organized entertainment, we also celebrate often – on the arrival of new clients or colleagues, completed projects, or just have a BBQ party to celebrate the good weather with a good burger. And in order to keep our stomachs from growing, Cleevio provides a subsidized Multisport card!

If you have feedback or just want to find out how things are going, you always have the option of a face-to-face meeting or sharing at the monthly All-hands Meeting. Every opinion counts!

The last thing we build our values on is education. You get a subsidy for books, conferences, and online courses. You'll regularly receive feedback from team leads who will be your daily support. Although each of us can speak English, it is good to train, so we will pay for 2 hours of private English lessons per month.



Lastly, we believe in incentivizing performance, so when your work directly creates a win for Cleevio, you'll win too.

In the Office

Prague

Brno

Amenities

Prague

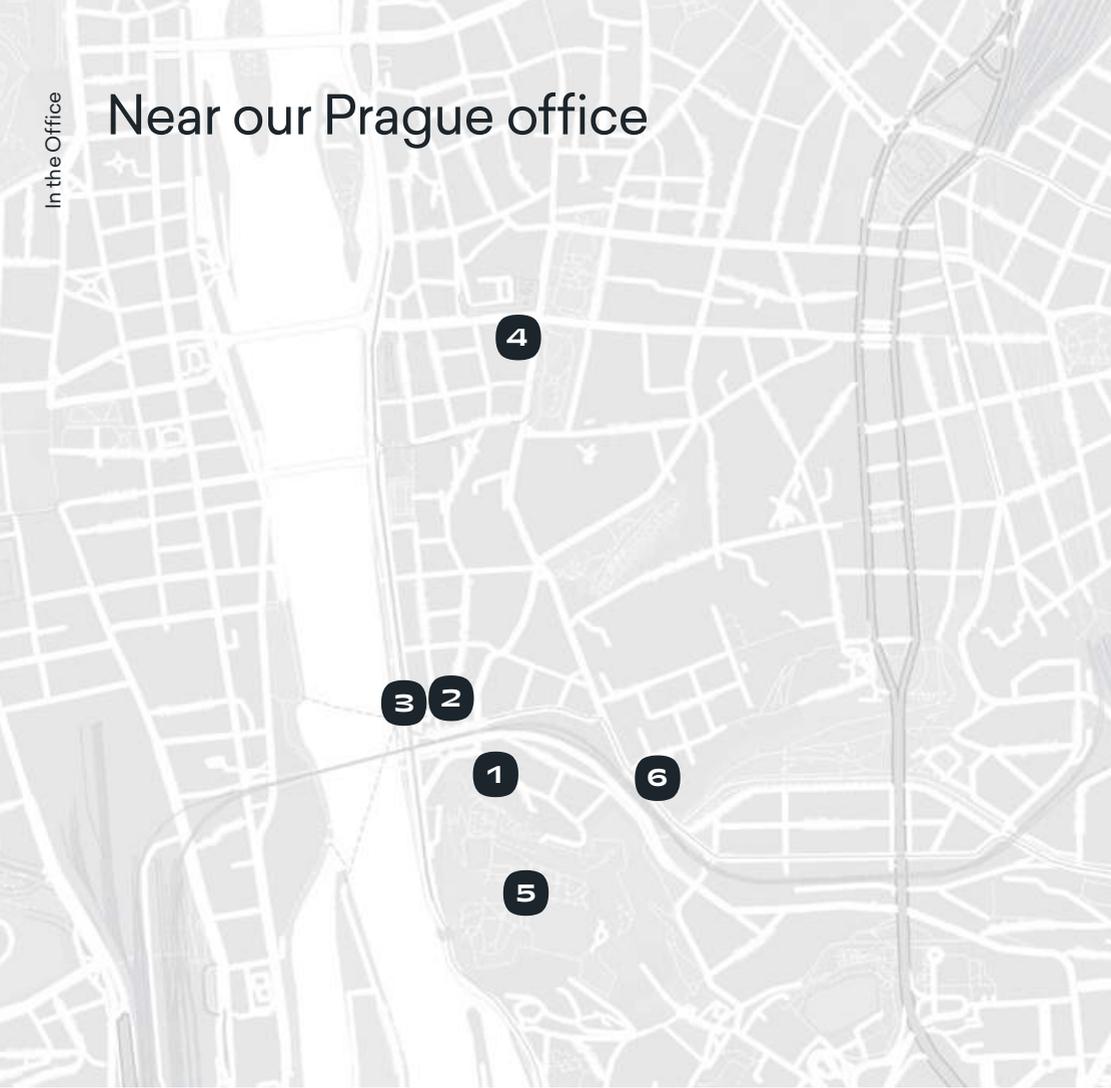
Our Cubist Villa is located in Prague 2, directly on the riverbank, close to the Výtoň tram stop.



We chose the office mainly because it is close to everything but, at the same time, there is enough distance from the city center to provide peace. Plus, we fell in love with the garden at first sight. We have a flat on the top floor, then, down from the top, it's Cleevio, Gamee, and Digital Trends.



Near our Prague office



- | | |
|---------------------------------------------------------------------|---------------------------------------------------------|
| <p>1 Restaurant
U Kroka, Viet Bistro Albertov</p> | <p>4 Gym
John Reed Fitness Karlák</p> |
| <p>2 Bar
Na břehu Rhony Náplavka</p> | <p>5 Park
Vyšehrad</p> |
| <p>3 Snack
Puro Gelato</p> | <p>6 Food
Lidl Albertov</p> |

Brno

Our new Brno office is right in the center of Brno on Údolní street, close to the Česká tram stop.



There are plenty of businesses and places to go for a good lunch or just sit down after work. There is also the possibility of parking your car in our own lot, which is rarely found in the center of Brno.

Amenities

Of course, there is air conditioning, a coffee maker, a refrigerator and other useful equipment for every day. However, the real fun comes in re-gaming, which you can do in the garden where we have a workout playground, grill, and seating.



If the weather is not ideal, you'll find a stocked bar and a playroom in the basement containing:

Xbox, screen and 5.1 surround sound stereo system

Table Tennis

Darts

Table Football

**Now let's
make great
apps and have
a great time!**

Cleevio Handbook

hello@cleevio.com
cleevio.com