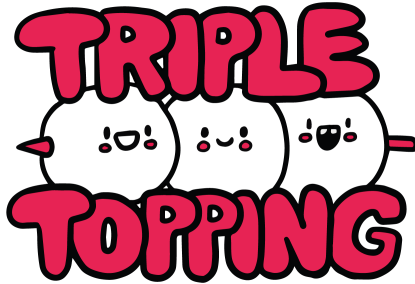


How to Triple Topping



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For anyone reading this handbook, made available on our webpage, please keep in mind that there are privileges that Triple Topping has, which allows us to do things the way we do:

- The privilege of leading a company in a country with free healthcare and various public support programs.
- The privilege of being a white founding team.
- The privilege of having the right partners and connections.

Take what you can, leave the rest. If you are a startup - take it step by step and make your own learnings. We are still learning too and this is a working document we want to keep improving.

Triple Topping Games

Triple Topping was founded February 2nd 2017 by Astrid Refstrup (CEO) and Simon Stålhandske (co-founder).

Today Astrid is the only shareholder in Triple Topping, and Simon still work with us.

We have released:

[Spitkiss](#)

[Welcome to Elk](#)

[Ynglet](#)

We are working on:

[Dead Pets Unleashed](#)

Triple Topping is a feminist company and we believe everyone involved in the game industry is responsible for sharing and contributing to a safer, better and more inclusive industry.

Safespace

- Triple Topping is an inclusive and diverse workplace, and therefore you will meet people who are different from you and from time to time it may challenge your perception of our world. It's important that we all listen and learn. If you have questions regarding inclusion or diversity or are unsure how to handle situations around this you are always welcome to ask AMO and they will do their best to answer or direct you to where you can learn more.
- We will under no circumstance accept any behavior where you discriminate, act violently, harm people or act so people around you can feel unsafe.

If you feel unsafe:

- If possible remove yourself from the situation.
- It's always okay to ask for help.
- Report the situation to a leader you feel comfortable talking to. If you don't feel comfortable doing this, reach out to a representative from AMO, a colleague or bystander (it's okay to be anonymous).
- We will always get a third party to handle any event where someone has felt unsafe.

Code of conduct

In Triple Topping we have a code of conduct. Why? Because we want to make sure we all have the same understanding of what makes Triple Topping a good and safe space to work.

I (Astrid) promise you:

That it is our responsibility to create a workplace with room for all people and a diverse and inclusive team.

- **We ensure that everyone in Triple Topping gets equal pay:** no matter how new or experienced you are to game development. We hired you because you were the right one for our team. The salary package may be different for people working remotely outside of Denmark because of various factors (e.g. pension and free healthcare), but we strive to make it fair, equal and - most importantly - transparent for all. We believe a transparent pay helps us all work together - not against each other.
- **You get a pay bonus if you have a family:** To make Triple Topping a place for everyone, we have decided that families get a bonus. We don't pay a high salary compared to other companies in the Danish industry, so this is our way of keeping you in Triple Topping, even if you have a family to support.

- **Hiring:** We hire with diversity in focus. Sometimes we headhunt someone if a good opportunity opens, other times (and most often) we do open calls to reach people outside of our network.
- **Triple Topping is a place where we welcome all genders, nationalities, ages and backgrounds.**
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- **We want to hear your feedback:** Triple Topping is a young company and we are still learning, therefore if you feel there is something we should do better as an employer, we hereby promise you that we will treat your feedback with respect and mutual understanding.
- **We care for our planet:** In Triple Topping, we restrict ourselves to only one return flight for work per year. For events in Europe we take buses or trains. If you are working remotely outside of Denmark, we would however like to invite you to visit us from time to time.

What Triple Topping expects from all of us:

- That we keep a good and respectful tone at the office.
- That we add our pronouns in our email, Slack and other work related media. Using personal pronouns might be new to you. We understand that it takes some getting used to. We help each other remember to use the correct pronouns. If you notice yourself using the wrong pronoun of a colleague, the best thing to do is to correct yourself and move on with the conversation. Learning will take some time.
- That everyone on the team pays attention to include all team members.
- That when we sometimes share private stories in our game development brainstorm, those are to be kept private.
- That we pay attention to be an active part of keeping our office space a nice place to be. This includes cleaning after yourself and saying hello / goodbye each day.

Office guides

These are guides - not rules. By this we mean that you can have an individual agreement with Triple Topping. This is a working document always open to feedback and critique.

Roles

Astrid: Is the CEO, handles contracts, vacation, sick leave, parental leave, pays your salary and does anything HR related.

You can always reach Astrid by telephone: +45 53885393

If you feel uncomfortable talking to me, you are welcome to speak to your colleagues or AMO and get their help or call for a meeting with us including a bystander not from Triple Topping.

AMO - Arbejdsmiljøorganisation / Work Environment Organization

Our work environment representatives are **Anne Louise Laugesen** and **Karina Posborg**, together with Simon and Astrid they are available if there is anything that stresses you, if your work desk is not comfortable or anything else related to your work health.

They also organize the biyearly APV (Arbejdspladsvurdering / Risk Assessment).

Evaluation

Each Year we will do an evaluation meeting, on how you feel about your job and work in Triple Topping. What new goals you might have and any feedback you have to us.

Education

To create a healthy and living workplace education is important. If you think you need to learn new tools, software, or skills we are always open to find a course within our budgets to support your needs.

If you want to educate yourself further in inclusion and work environment we are also very open to support workshops and courses regarding that.

One to two times a year we will have a workshop about inclusivity and diversity at the workplace. If you are new to the company this workshop is obligatory, but you are welcome to participate again if you have been to it before.

Office hours

- The office is open **8:00 am - 4:00 pm CET/CEST** for anyone located in this time zone. With every second Friday off.
- No one should work more than **7 hours a day** including a 60 minute lunch break.
- **Morning meeting is at 9:00 am** each day and we expect anyone in the CET/CEST time zone to be present by this time.

- If you need other office hours: talk with us and we will accommodate it.
- **If you are running late** it's cool if you can find the time to text us on Slack.
- For team members outside of our CET/CETS time zone, we don't expect you to have specific office hours, as long as you communicate the time with us, and respect other people's sparetime.

Overtime

- We don't work more than 7 hours per day - 32 hours per week.
 - If it somehow should happen you still find yourself working after 4pm, it's overtime and **you have the right to take this time off at another point or ask for payment for the extra hours.**
 - If we ask for overtime this should be announced 5 workdays in advance.
- If you are traveling with Triple Topping we count each **travel day as 12 work hours.** This means that for each day traveling you can take 5 hours off (½ workday) at some other point.

Workstation

- When you start with us we will setup a workstation for you. It's important that you can sit/stand comfortably during the day and that you don't stress your body. If something is not right at your workstation, reach out to AMO and we will find a solution for you, it can be a new chair/table/screen/keyboard, and we will work together to make your day comfortable.

Lunch

- Lunch is served 12:00-13:00 each day
- We encourage everyone in the office to join the lunch for some of the break.
- We all help prepare lunch and clean up afterwards.
- We serve vegetarian and vegan options, and we will do our best to buy the food you ask for.
- There is always coffee, tea and milk in the kitchen.
- Everyone working from the office has a dedicated day where they help prepare and clean after lunch.

Quiet time

Everyday we have two hours of quiet time, one between 10-11am and the other between 2-4am

Toilet

- There is cleaning once a week, if something is not clean let us know.
- There is toilet paper and products for anyone who menstruates. If you have something specific you would like to be available let Astrid know.

Slack

On our Miro chart you can see who is responsible for what areas in TT, but also some good practice on how we use slack:

<https://miro.com/app/board/uXjVPFnTCGM=/>

Slack is our everyday communication tool. We use it for small internal messages about current work tasks and feedback.

- Everyone should pay attention to Slack each day.
- **When your day is over, turn off notifications.** We encourage you to respect your colleagues' spare time and no one should answer on slack outside their own office hours.
- Pay attention to the purpose of the channels on slack.
- Keep a good and friendly tone.

Email

- When you start we will provide you with a Triple Topping email, we use this one to communicate vacation, social events, contracts and other important stuff.
- Our day to day conversation is on Slack / Discord.

After work hours

- You are welcome to hang at the office after work to play games and chat, but make sure to ask on Slack if anyone would like to join.
- If you want to invite friends after work, let us know beforehand.
- You are not allowed to sleep at the office.
- The last one to leave should make sure you leave the office ready for the next workday.

Alcohol

Alcohol is a very big part of both the danish culture and our game industry.

But for a variety of reasons not everyone drinks alcohol. **To create an open and inclusive workplace we don't want alcohol to be the center of our social interactions.**

- Triple Topping will not provide alcohol but organize social events like christmas dinner, friday “hygge” / hangouts and movie evenings.
- You are welcome to invite your colleagues out for a beer after work, as long as it is not at the office. Always be mindful of creating a safe space when drinking alcohol. Everyone should feel safe going back to work Monday.
- We will occasionally host parties for the game industry, where alcohol will be served alongside other options. We always encourage you to drink responsibly.
- If you are representing Triple Topping at events we don't mind what you do in your spare time regarding alcohol, as long as you are fit for the next day and behave respectfully to others around you.
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Cleaning

- Clean is nice - let's keep it that way!
- There is cleaning at the office every second week - this is not a free ticket. Respect that someone is spending their Sunday making our office look nice and clean.

Salary / contract

Base contract

link : <https://tripletopping.com/#workwithus>

Salary

Please also refer to our employee contract for details

- You base salary is DKK 35000
- Each year you will gain a raise.
 - Salary year two 36000
 - Salary year three 37000
 - Salary year four 38000
 - Salary year five 40000
- For employees who have to be flexible and work odd hours on a day to day basis, we add a monthly bonus of DKK 5000. It will be stated clearly in your contract if this applies to you.
- We have pension on DKK 2500
- If you have a family you have the right to a bonus. The bonus is paid according to the age of the youngest child in the family.
 - 5000 DKK child 0-2 year

- 4000 DKK child 3-6 year
- 3000 DKK child 7-14 year
- 1000 DKK child 15-18 year

Vacation

- You have 6 weeks of paid vacation.
We don't count vacation days on days when the office is closed.
- Remember to inform Amira on vacation 3 months in advance via email, you can plot in your vacation in Salary yourself but should always let her know as well.
- You can borrow 5 vacation days in advanced that you have not saved up yet.
- Vacation year run from September 1st till August 31rd.
- If you are a parent you have 4 omsorgsdage, these runs from January to January

The Triple Topping Office is closed every summer, usually in week 28,29,30.
In January we will schedule the summer vacation for the year.

Bike

For everyone in Copenhagen you have the option to get a bike over your paycheck - ask Astrid for details.

Parental leave

First of all congrats!

- The person who gave birth has 4 weeks of paid leave prior to the expected birth. After the birth of the baby, both the person who gave birth and the co-parent each is entitled to 2 +24,5 weeks of paid parental leave.
- For anyone outside Denmark we will apply the same amount of leave regardless of barsels refusion.
- You should let Astrid know 3 months beforehand if you wish to take any leave.
- For team members in Denmark, your parental leave follows the Danish "barselsorlov".
- If you take leave we will as a reward gift you a baby stroller. We encourage any new parent to take leave and help their new family.
- We are very flexible in terms of part time leave and otherwise accommodate your wishes for a good start on family life.
- All parents can take time off for hospital and midwife visits with full pay.
- If you for some reason become a parent but do not fit in our current rules- reach out and we will do our very best to accommodate your family.

If you get sick / have an off day

We can all get sick and not only with fever or a broken arm. You can also feel stressed, socially exhausted and various other reasons where you can't go to work.

- No matter the reason, you have to tell Astrid by 8am (phone +45 53885393) if you are not showing up for work.
- You don't have to give an explanation of why.
- If you are sick, we still pay you the full salary.
- You are obligated to work with us on a plan to return back to work.
 - This can include a medical certification from your doctor.
 - For employees working in Denmark, you can be asked to show up at the jobcentre after about a month of sick leave.

Child sick

If you have a child that needs your care to stay home, we don't expect you to work from home when your child is sick.

- If you have to stay home with a sick child, we still pay you the full salary.
- You have the right to stay home or leave work if your child is sick.
- If your child is sick for a longer time, we will together help you to a work schedule that can work for your family.
- You have 4 "børne fridage" per year. This means you can take time off to be with your children when they are not sick - which is usually more fun! (This is something we offer and not according to the danish law børneomsorgsdage).

Pension

- We have a pension of DKK 2500. If you want to save up more let Astrid know. Pension is only invested in green energy.
- If you live outside of Denmark we will work with you to make a fair compensation for the Danish pension.

Travels

There are a lot of game events where we have to travel to show our games, and if you want you can go and show our games on behalf of Triple Topping.

Here is how it works:

CO₂

Let's be a bit political - we need to do something if we want the next generation to have a world to grow up in. This means we in Triple Topping do our best to save CO₂.

If you travel on behalf of Triple Topping it will most likely be by train or bus. This will add extra hours of travel time - but also time to just relax.

- We only fly when a train or bus is not available or more than 20 hours travel time.
- For all events in Europe we take the train or bus.

Hotel

- Triple Topping pays for your hotel when you travel on behalf of us.
- It's up to you if you want to share a room with a colleague.
- We book hotels close to venues.
- We make sure there is a bathroom in your room.

Transport

- We pay transport also locally when you travel.

Food

- You can spend 150 DKK per day when you travel, either on Pleo or we reimburse you after.
- Remember the receipt!!!!

Expected work

You will most likely travel for a showcase.

- Most game showcases expect us to be at the booth all the time.
 - If you travel alone this will mean you have to work all the hours the showfloor is open. Of course you need to eat, get fresh air and go to the bathroom.
 - Most likely you will travel with one or more colleagues and we will make work shifts.
- We can ask you to take meetings with press and or partners on behalf of Triple Topping.
- We calculate each travel day as a 12 hours workday.

SoMe

Want to help us spread the word? THANK YOU!

- You are welcome to tweet / post talk about things you are currently working on if it's publicly announced, just remember to # the current game project and / or @tripletopping
- Remember your teammates and give credits to them too.
- If you want to post something that is a part of a bigger news splash or announcement (like "look I'm going to this or that event") ask Astrid beforehand, there can be embargoes and partners where we need to make sure we follow our agreements with.

COVID-19

At Triple Topping we follow the guidelines by the Danish health authorities, and do our best to stay healthy when at the office.

At the office we provide:

- Hand sanitizer
- Masks - you don't have to wear them at the office, but you can always take some if you're traveling by public transport.

Triple Topping advises you to always follow the guidelines by the health authorities.