

What is a TeamMate?

At Modulex, a **TeamMate** is an **independent contractor** or freelancer who collaborates with us to achieve shared goals. **Unlike employees**, TeamMates are professionals who offer their expertise and flexibility to our projects. The relationship is built on **mutual respect, clear expectations**, and a **commitment to excellence**.



What Does It Mean to Be a TeamMate?

As an independent contractor, a TeamMate agreement is not an employment contract. This distinction is significant and entails specific characteristics and responsibilities:

- **Flexibility and Autonomy:**
You have the freedom to structure your work as long as deliverables are met. Collaboration with teams should align with agreed deadlines and objectives.
- **Taxes and Compliance:**
You are accountable for managing your own taxes, insurance, and legal obligations based on your jurisdiction.
- **Timezone Awareness:**
You are expected to align with the timezone of your assigned project or office. It is your responsibility to ensure availability during required hours.
- **Geographical Considerations:**
Notify your manager in advance if you plan to work from a different geographical location, especially on a different continent. This ensures workflows remain unaffected.
- **Meeting Deadlines:**
Timeliness is critical. Notify your manager promptly if unforeseen circumstances may delay deliverables.
- **Professionalism:**
Reliable communication and consistent engagement are essential. Ghosting (ceasing communication without notice) may result in removal from the program if unresolved.
- **Situational Awareness:**
It's mandatory to have a professional setting for calls, especially client-facing meetings. For example, avoid locations that have loud or disruptive environments like coffee shops. A strong, reliable internet connection is imperative for uninterrupted communication.
- **Work-Life Balance:** Maintain a healthy balance to sustain long-term productivity and well-being.

Types of TeamMates Within Modulex



Global TeamMate

A Global TeamMate collaborates across multiple offices within Modulex, often engaging with diverse teams and projects on a global scale.

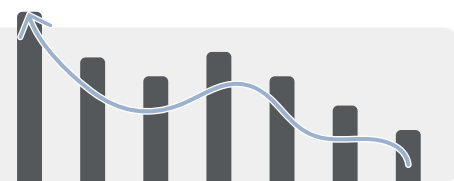


Dedicated Business Unit TeamMate

A Dedicated Business Unit TeamMate works exclusively with a single business unit, focusing on specific projects and goals within that area.

Rate of Pay

Compensation is determined based on:



Geographical Location:

Regional cost-of-living differences are considered to ensure fair hourly rate compensation.

Experience and Expertise:

Your level of professional experience, specific skills, and ability to deliver results in your field influence your rate.

Industry Expertise:

Knowledge and familiarity with architectural signage, wayfinding, or related industries are valued and considered when setting your compensation.

Invoicing

TeamMates are responsible for submitting accurate and timely invoices. Only billable hours directly related to project deliverables will be compensated.

Examples of billable hours include:

- Time spent on completing assigned tasks or projects.
- Attending project-related meetings or briefings.
- Preparing reports or deliverables explicitly requested by the manager.

Activities not billable (unless explicitly approved) include:

- Preparing or submitting invoices.
- Time spent troubleshooting personal technical issues, such as fixing Wi-Fi or computer problems.
- General research unrelated to the project or agreed deliverables.
- Personal activities or breaks during working hours.

Payment will be processed according to the terms outlined in your agreement.

Expectations for TeamMates

What You Can Expect from Modulex

- A supportive environment.
- Clear deliverables and objectives.
- Timely payment for services rendered.
- Access to tools and resources to help you succeed.

What Modulex Expects from TeamMates

- High-quality deliverables that meet or exceed expectations.
- Proactive and open communication with teams and managers.
- Adherence to deadlines and commitments.
- Respect for Modulex's policies and values.