

# Values & Actions Details & Guidelines

## **Purpose of Values & Actions**

At the foundation of EveryMundo is an agreed upon set of 7 shared values. Our values are not a philosophy - they are defined and demonstrated by our actions. It's also one way we hold each other accountable, and they have become the basis for the Feedback and Alignment Program. When we act according to our values, we do better as a Company (the inverse is true when we don't).

## **The Values**

These are 7 words that summarize what it means to be a team member along with *actions* that demonstrate each value in practice. The actions are illustrations that reflect our values in terms of behaviors - we control these things at the individual level. The example actions are just samples intended to illustrate what each value means in practice.

### **Value #1: Teamwork**

**Definition:** Cooperative or coordinated effort on the part of a group acting together as a team or in the interests of a common cause

#### **Associated Actions:**

- We maintain empathy when interacting with other employees and trust that our teammates are working hard and towards a common goal.
- We step up when times are tough and when we are needed to help solve an issue; we rally around opportunities for success.
- We devote time and attention to the opinions and thoughts of others.
- We regard the Company as one team and consider ways we can support other departments.

### **Value #2: Empowerment**

**Definition:** The giving or delegation of power or authority

**Associated Actions:**

- We make informed decisions using data and incorporate the views of our teammates.
- We find the strengths in each team member, support their strengths, and encourage their growth.
- We are accountable for the results of our efforts and decisions no matter the outcome.
- We encourage all employees to experiment with new ideas and ways of doing things.

**Value #3: Execution**

**Definitions:** The act or process of carrying out, performing, doing, or accomplishing

- We are proud of our work and do the little things right (document, test, review)
- We recognize the need to sometimes rise above or step down below our roles to accomplish something important.
- We embrace challenges and know there is always a path forward.
- We plan our work and focus on the impact of our contributions.

**Value #4: Communication**

**Definition:** The imparting or interchange of thoughts, opinions, or information by speech, writing, or signs

**Associated Actions:**

- When we communicate, we work to ensure that the recipient fully understands the substance and intention of the information.
- We consider active listening a crucial activity and seek to understand each other before reacting.

- We take the time necessary to communicate constructively and never forget the importance of kindness.
- We look for opportunities to exchange ideas and strive to ensure that other teammates are heard.

### **Value #5: Learning**

**Definition:** The act or process of acquiring knowledge or skill

**Associated Actions:**

- We patiently teach others what we know and seek out others to teach us new things.
- We look for opportunities to continuously improve our knowledge and skills.
- We take risks, realize that failure is a crucial part of learning, and apply what we learn from failures.
- We propose ways to improve how we do things based on new knowledge and experience.

### **Value #6: Diversity**

**Definition:** The state or fact of being different, unlike, varied, multiform

**Associated Actions:**

- We consider and embrace different ideas, thoughts, and opinions.
- We recognize that diversity leads to greater innovation.
- We recognize that sometimes our personal preferences or attitudes might not be universally understood.
- We are sensitive and respectful of EveryMundo's culture, norms, and traditions.

### **Value #7: Change**

**Definition:** A transformation or modification; alteration

**Associated Actions:**

- We are a company that is never perfect and always evolving; we embrace this as a part of our growth.
- We embrace new strategies or methods even if they challenge preconceived notions about our work.
- We are open-minded and maintain flexibility to adapt to changing priorities.
- We understand that decisions are not set in stone; we trust the process and those who make decisions.

*New employees are provided with our Values and Actions during their onboarding process and the Operations team explains the framework in detail during new hire orientation meetings.*

### **How do we put our Values & Actions Framework to work?**

**Values in Recruitment.** We apply our Values in talent assessments. If you interview at EveryMundo, you'll be asked several questions checking for alignment with one or more Company values.

**Values in Recognition.** We incorporate our Values into Employee Recognition. A dedicated "Values Corner" Google Space allows employees to recognize their colleagues for commitment to values through actions.

**Values in Feedback:** We incorporate our values into our Feedback & Alignment Program, where Managers and team members give and receive feedback based on their behavioral alignment to our core values.