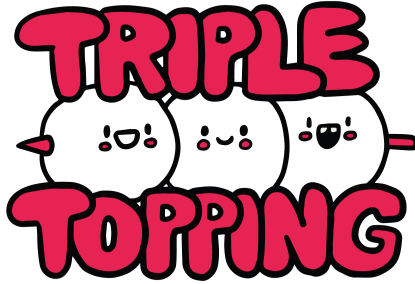


How to Triple Topping



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Triple Topping Games

Triple Topping was founded February 2nd 2017 by Astrid Refstrup (CEO) and Simon Stålhandske (co-founder). There was a time where we wanted to make free2play but we suck at it, so now we make indie premium games - we are pretty good at that.

Our first game Spitkiss was released November 2018.

If you want to dive in to history our presskit is here: <http://tripletopping.com/presskit/>

Triple Topping makes games together with friends. This means that some of our colleagues are not working on projects that are 100% Triple Topping but on productions that are co-owned. Our first co-production is Ynglet together with Niffilas.

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.

We (Simon and Astrid) promise you:

That it is our responsibility to create a workplace with room for all people and a diverse and inclusive team. We do this by:

- **We ensure you that everyone in Triple Topping gets the same pay:** no matter how new or experienced you are to game development. We hired you because you were the right one for our team.
- **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.
- **No one is hired without an open call:** To avoid nepotism we don't hire without an open call. When hiring, we focus not only on candidates' education and skill set but strive to hire people who have something new to add to our team.

- **Triple Topping is a place where we welcome all genders, nationalities, ages and backgrounds.**
- **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:** We don't fly more than one return flight a year in Triple Topping. For events in Europe we take bus or train.

What Triple Topping expect from all of us:

- That we keep a good and respectful tone at the office.
- 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.

Roles

Simon: Is the co-founder and is leading the production of the games on a day to day basis. Oh and most importantly, he orders lunch.

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

You can always reach Astrid on: 53885393

If you feel uncomfortable talking to one of us use the other, if you have an issue with both of us that needs handling you are welcome to speak to your colleagues and get their help or call for a meeting with us including a bystander not from Triple Topping.

Office hours

- The office is open **8am-4pm**.
- No one should work more than **7 hours a day** including 30-60 minute lunch break.
- **Morning meeting is a 9.10am** each day and we expect us all 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.

Overtime

- We don't work more than 7 hours
 - 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.

Lunch

- Lunch is served 12:00-13:00 each day
- 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.

Dashboard

- Everyone in Triple Topping has access to our Dashboard where you find all SoMe channels, folders and info you need on a day to day basis:

<http://tripletopping.com/dashboard/>

- If you need something added to the dashboard ask Simon.

Slack

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.
- **There is no Slack communication on Triple Topping channels after 4pm or on weekends.** We encourage you to respect your colleagues' spare time.
- Pay attention to the purpose of the channels on slack.
- Keep a good and friendly tone.
- Longer and more complicated talks should be taken from person to person.

Email

- When you start we will provide you with a Triple Topping email, we use this one to communicate vacation, christmas dinner, contract and other important stuff.
- Our day to day conversation is on Slack.

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.**

- Simon and Astrid will not provide alcohol but organize social events like christmas dinner, friday "hygge" / hangouts and movie evening.
- You are welcome to invite your colleagues out for a beer after work, as long as it is not at the office.
- We will occasionally host parties for the game industry, where alcohol will be served alongside other options.
- 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.

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 :

Salary

Please also refer to our employee contract for details

- You base salary is DKK 35000
- 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

Parental leave

First of all congrats!

- If you are a mom we will pay you 14+25 weeks of leave with full salary (if Triple Topping can receive "barsels refusion) If you are a man we will pay you 25 weeks of leave with full salary (If Triple Topping can receive barsels refusion. It's not perfect but we did the best we could within the law of barsel in Denmark and our budget.
- You should let Simon and Astrid know 3 months beforehand if you wish to take any leave.
- Your parental leave follows the Danish "barselsorlov".
- If you take leave we will as a reward gift the baby stroller.

If you get sick / have an off day

We can all get sick 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 us Astrid by 8am (phone 53885393) if you are not showing up for work.
- You don't have to give a long 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.
 - 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 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 you 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 pension on DKK 2500, if you want to save up more let Astrid know. All pension are only invested in green energy.

Travels

There is 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 1 return flight a year in Triple Topping.
- 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 man 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, 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 there 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:

- A private towel for each person
- 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 work from home and will provide you with a COVID-19 test (answer within 4 hours) if you have been in any of these situations.

- You have been traveling outside Denmark.

- You have been in a group of people larger than the health authorities recommend.
- You have been in a situation where you feel you have a higher risk of being exposed to COVID-19.

If you need a test, contact Astrid.