



How to be an itemiker

The itemis guideline

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*“It’s good to have you here!
We have already awoken your interest in
itemis as an employer. To give you an even
deeper insight into the itemis world,
into our goals, values, and self-image, we have
written this handbook for you.*

*Find out whether our ideas and beliefs
fit together. And if you have a good feeling
after reading it: **Apply!**”*

Your itemis Inc.

* itemiker: Term for people working at itemis.



What else is important ...

itemis is located in Chicago in the USA, at over 20 locations in Germany, Austria, Hungary, France, Tunisia and Morocco. Each branch has his own unique dynamics. While our handbook summarizes our overarching goals and values, what we offer our employees may vary from location to location.



Who or what is itemis?

itemis was founded in 2003 with the aim of significantly simplifying product and software development.

We are a multi-award winning IoT software and IT consulting company from Germany and are currently expanding our business into the US market. We provide custom software solutions and IoT development tools to our customers in a wide range of industries. As a hidden champion, innovation is the be-all and end-all for us.

Our portfolio consists of the unique IoT solutions, YAKINDU IoT Tool Suite with YAKINDU Security Analyst, YAKINDU Traceability, YAKINDU Statechart Tools and YAKINDU

Model Viewer and the innovative “firmware over the air” SaaS solution FotaHub.com. Other pillars of the itemis offering are Cloud & Enterprise consulting for efficient software development projects, IoT Solutions and Advanced System Engineering.

The core competence is automation in software production through model-based development methods and processes. Together with its research and development partners, itemis has created innovations and developed and implemented industry standards with customers from the industry, such as ISO standards in the automotive industry.

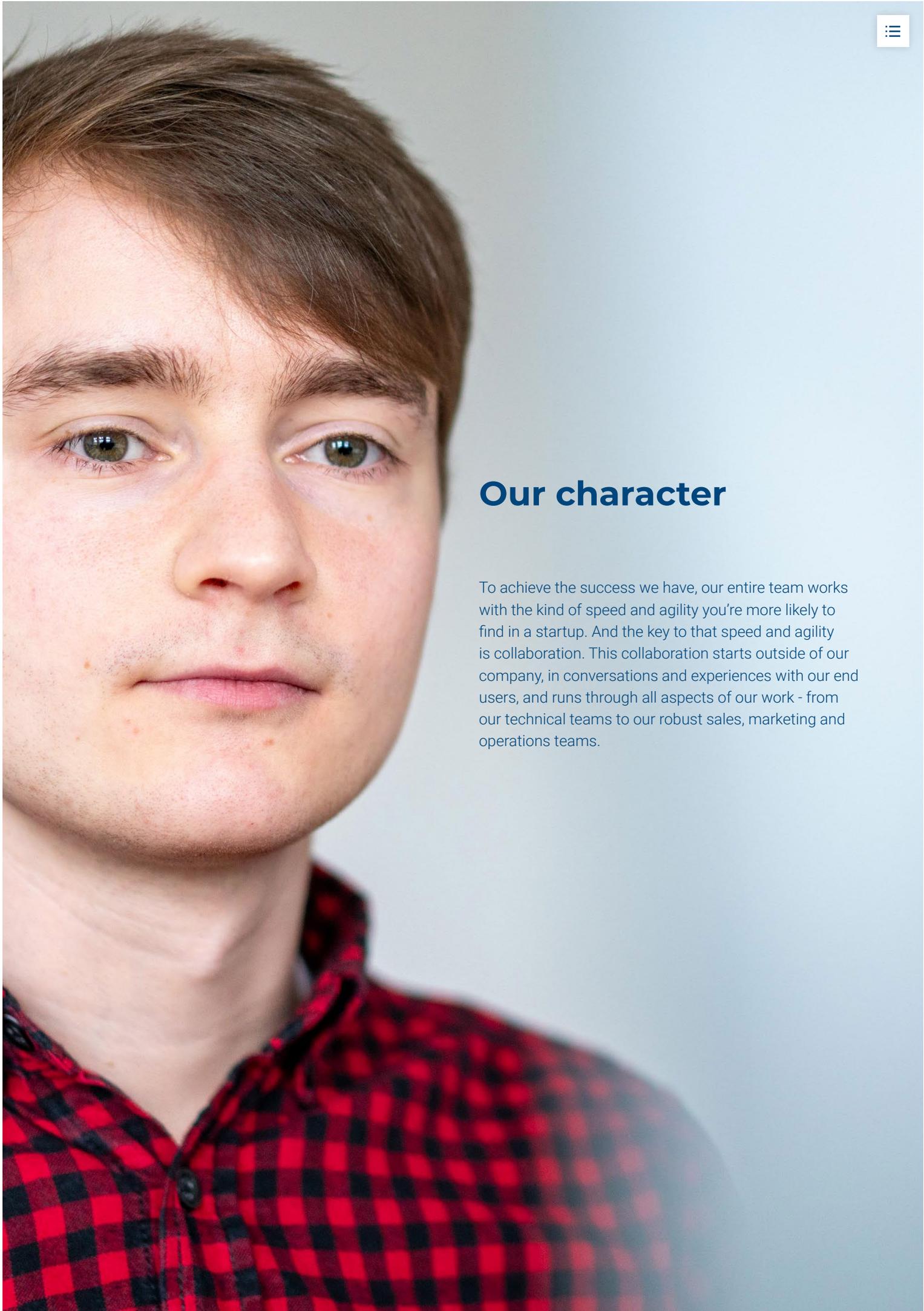


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itemis.com

Our goals

In the future, the topic “Enabling IoT” shall be inseparable from the name of itemis. We want to make a name for ourselves as pioneers and visionaries in the IoT world. We want our customers to become the pioneers in their industries with groundbreaking, comprehensive solutions from itemis.

At the same time, we want to offer you as an employee a corporate culture in which you enjoy working long-term and with which you identify 100%.



Our character

To achieve the success we have, our entire team works with the kind of speed and agility you're more likely to find in a startup. And the key to that speed and agility is collaboration. This collaboration starts outside of our company, in conversations and experiences with our end users, and runs through all aspects of our work - from our technical teams to our robust sales, marketing and operations teams.

Our culture

We don't just offer innovative products and services. Rather, innovation runs through our entire company and is lived out in everything we say and do as a team. This environment is not exactly what you would expect from a German software manufacturer. Rather, it feels a bit like Silicon Valley.

We want to offer our colleagues a place where they enjoy working. That's why we don't just give you modern technical equipment that is individually tailored to you. We also attach particular importance to good teamwork.

The implementation of this is left up to each location. That's why the company's sports program and the activities of individual teams are always based on the preferences of the respective employees.

When you start working with us, you will be able to meet us in Chicago. Usually the onboarding will happen hybrid. Either you can start for a few days in the office in Chicago or remote. During the onboarding you will get your technical equipment and get to know our President and the other colleagues.

**Trust, appreciation
and courage
are our core values.**



**What else
you should know ...**



Active participation

Your own ideas and active participation are important to us, not only in management positions. All itemikers are encouraged to get involved. We want you to speak your mind openly and honestly, to participate proactively in projects, and to take advantage of the (further) training opportunities we offer you.



Contact person

Direct and uncomplicated communication is important to us. As a person of trust, the team leader always has an open ear for your concerns. Also the division and site managers and up to the management board are approachable and willing to talk to you.



Working hours

Trust is one of our core values and also applies to your working hours. The number of working hours is prescribed, but when and where you work is flexible. You alone are responsible for adhering to the agreed working hours, in consultation with your colleagues, of course. Working hours are recorded exclusively for billing purposes vis-à-vis our customers.



Authority

No company can completely do without authority. However, the hierarchies at itemis are flat. Our authority figures act responsibly. Suppression or intimidation is not tolerated at itemis, and is considered an unforgivable abuse of power.



Your workplace

When you start with us, we will provide you with everything you need for your work. Whether it's family photos or a Lego Star Wars Millennium Falcon, it's up to you how you design your workspace.

All we ask is that you keep the hardware you are provided with tidy and secure.

Or do you have a dog?

Then we look forward to getting to know them as well.



Diversity, equality and inclusivity

They say diversity is the spice of life. At itemis, we value, honor, and celebrate diversity in our workforce. We strive to be an increasingly diverse company. Starting with the people who work here to the companies we work with.

As an itemiker, you can always feel safe, welcome, honored, and accepted for who you are.

Discrimination has no place here. This is ensured in our growing company by creating structures and protective mechanisms specifically for prevention. We live in equality and inclusivity. If you notice something where we can improve, our ears are open.



Dress code

As a rule, no one wears a tie and collar with us. We don't care what you wear, but how you work. That's why you're welcome to wear jeans and a T-shirt. Only when you meet customers, we do ask you to adapt to their dress code.



Health and sports

The health of our employees is very important to us. Only those who are healthy, physically and mentally, can do a good job. We know that everyday work sometimes is stressful. At the same time, we at itemis work predominantly in a seated position. For these and other reasons, we encourage balance.

Our common sport focuses not only on the health aspect. At least as important to us is the “together” aspect. We don’t just want to work together, we also want to develop a sense of community. The activities offered at your location automatically combine the useful with the pleasant.



In the project

As a service provider, customer proximity and service are particularly important to us. With all internal openness, we expect respectful and appropriate interaction with our customers.

This does not mean that we fulfill all of the client’s wishes without consideration. Our clients appreciate the foresight and analytical skills of our employees. By asking the right questions, we get to the bottom of the actual problem. This in turn helps us to satisfy the needs and wishes of the customer in a needs-oriented and goals-oriented manner.



Communication and openness

We want you to communicate. Ask questions, share your thoughts, and, most importantly, say what you think! Also voice your concerns if you have them!

We rely on the ideas of everyone at itemis. A climate that promotes innovation, motivation, and the opportunity to express your opinion freely helps you to contribute your skills, knowledge, and experience. Everyone can benefit from this.

In addition to discussions with your team members, you can exchange ideas with other itemikers on various topics via our internal communication system Slack.

Our video format "itemis inside TV" gives you insights into the projects of your colleagues and everything else that is happening or planned at itemis.

We also like to communicate with former colleagues.



Employee appraisal

You have the opportunity to sit down with your team leader for a discussion at any time. The usual cycle for such discussions is one year. In a confidential setting, you discuss your goals, your tasks, and your salary.

In addition to addressing your personal concerns, you also receive feedback on your work. Through the open conversation, tips and concrete offers, we help you to continuously develop yourself.



Vacation

You have 30 vacation days plus 11 days paid holiday per year. You are free to use these days as you wish, in consultation with your colleagues and project partners on the client side. It is very important to us that you actually take your vacation. Even if your work with us doesn't always feel like work, a few days off occasionally are simply necessary, so that you can recover and feel motivated and satisfied in the long term.



Improve, don't judge

In our daily work, we place the highest value on quality. Nevertheless, we know that mistakes happen. We live in an error culture where everyone is aware that we want to improve, not condemn. It is not important who is to blame for a mistake, but how we can all work together to learn from mistakes that have occurred. That's why we don't ask, "Who is to blame?" but rather, "What can we do better next time? What have we learned?"



Changing times

At itemis, the word "change" doesn't have to give you a headache. Circumstances, processes, and situations change from time to time. Instead of seeing change as a threat, we view it positively. Change is inevitable and characteristic of our company as well as our industry. That is why we always try not only to react to change, but to help shape it.



Further training

You will agree on a concrete plan for your personal further training with your team leader during the appraisal interview.

Contact

You have now gained a good overview of who itemis is and what makes us tick. If you would like to support our team as an itemiker, we look forward to hearing from you.

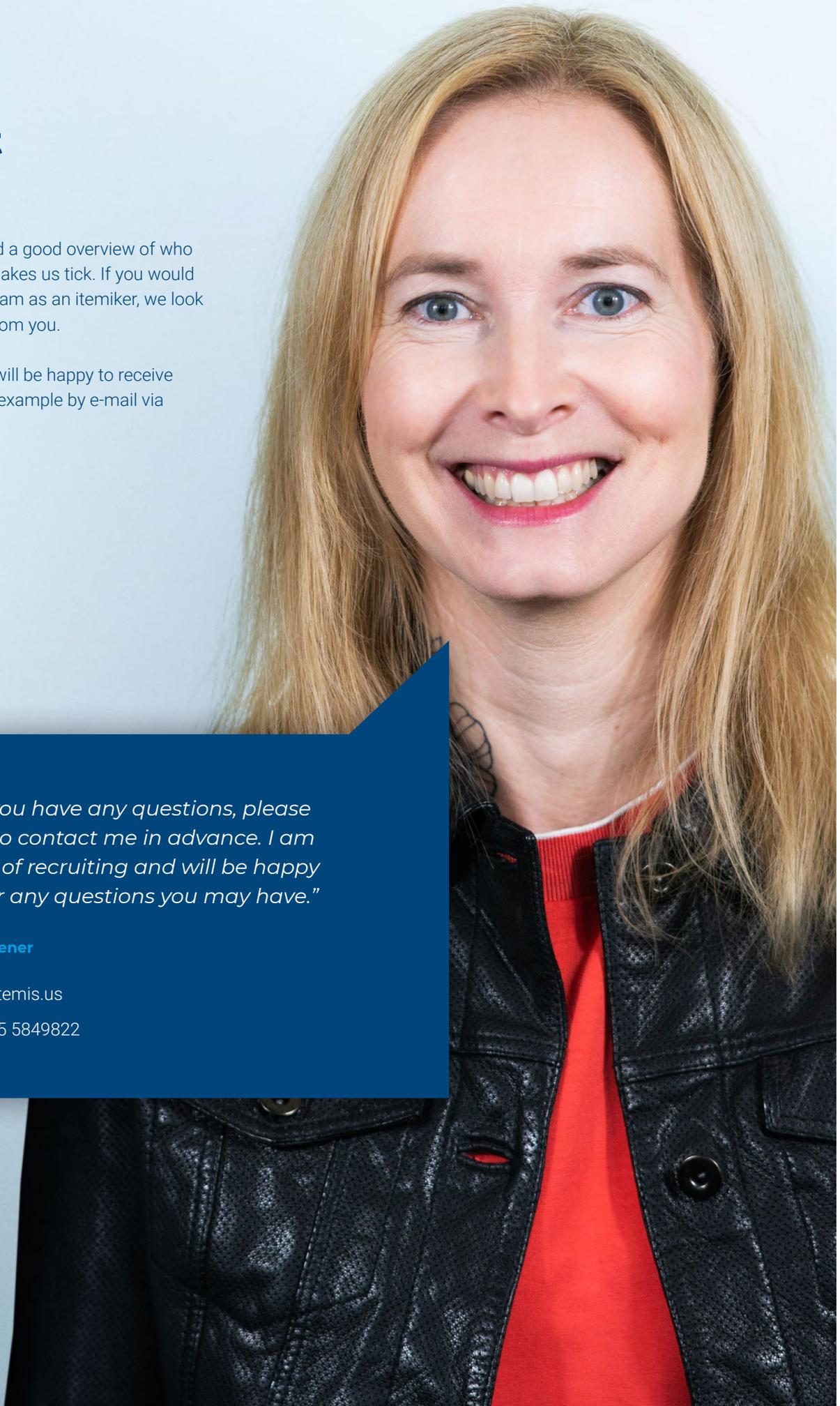
Our recruiting team will be happy to receive your application, for example by e-mail via jobs@itemis.us.

"Should you have any questions, please feel free to contact me in advance. I am the head of recruiting and will be happy to answer any questions you may have."

Sandra Wagener

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www.itemis.us