

People. Passion. Code.



# 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 AG**

\* itemiker: Term for people working at itemis.





## What else is important ...

itemis is located at over 20 locations in Germany, Austria, Hungary, France, Tunisia, Morocco and the USA. Each branch has his own unique dynamics. While our handbook summarises 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.

In 2019, we put our innovation capabilities to the test against 99 other companies in the TOP 100 Innovation Competition. The first place and the associated Innovator of the Year award confirms our conviction: Innovation is created in a team, through trust and a high degree of personal freedom. In such an environment, there is enough room to get creative and try out new ways.

Today, we develop software and products with a focus on the Internet of Things. This is where our expertise in model-driven software development, in embedded, enterprise, cloud, web, and mobile development unfolds its full potential.

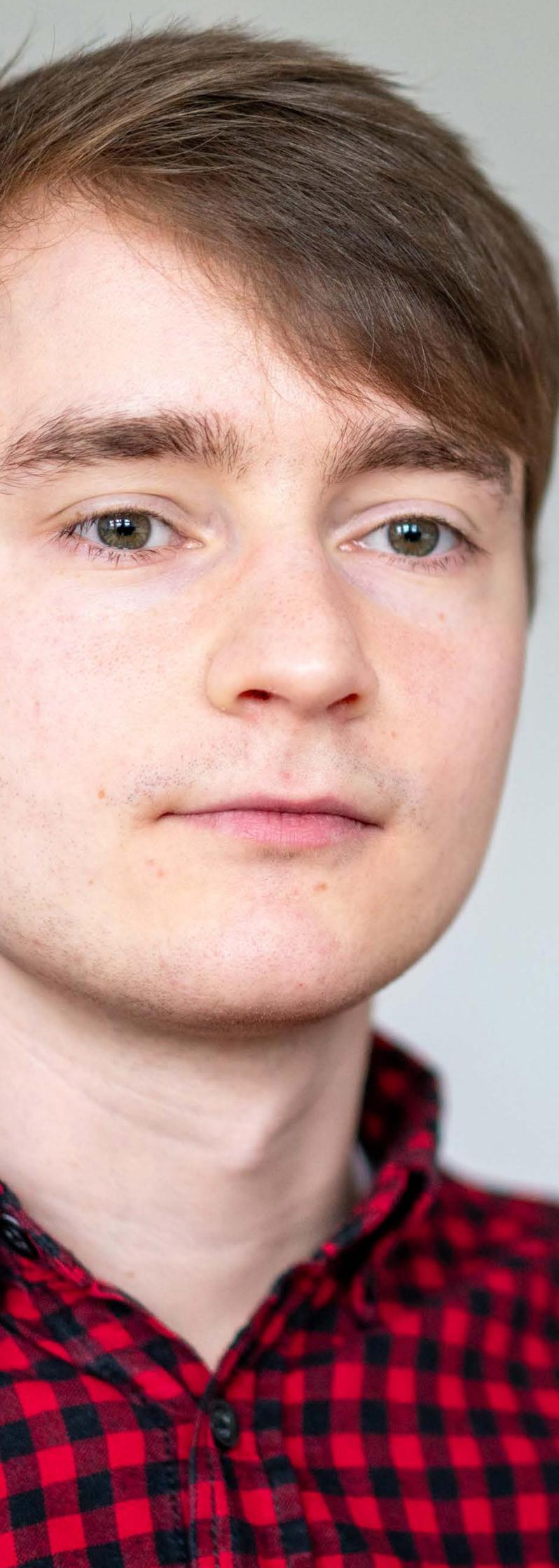


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2020 itemis  
itemis.com

## 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, complete solutions from itemis.

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



## Our character

We want to constantly improve and work at the highest level of craftsmanship. We treat each other with respect and support each other. Knowledge is shared in our blog, via internal information channels or at events. Problems also arise in well-established teams.

We face them courageously and with an open mind. We use methods such as design thinking to solve problems.

We value direct communication. If there is something that bothers you, something that we should change, speak up!

## Our culture

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.

In the summer, we meet every year for SummerCon in Lünen, where itemis employees and their families celebrate a big party with everything that goes with it. On a smaller scale, each location also organizes a kind of Christmas party, the WinterCon.

Speaking about locations: When you start working for us, you will definitely get to know our office in Lünen, the itemis Headquarter. Our „Welcome Day“ for all new employees takes place there at least once a month. This is the day you are welcomed as a new member of the itemis family. In addition to a short company presentation and introduction to our common tools we use in our daily work, you will meet new colleagues in a relaxed and informal atmosphere. Of course, you will also get helpful tips for your work at itemis.

The sense of community is important to us. We are not just people who happen to work in the same company. We don't want a work-life balance, we want a life balance.



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

What else  
you should know ...



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### 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 approach-able 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.

Our 4+1 working hours model gives you as a developer the freedom to develop personally. You can find more information about this in the section **“Further training”**.



### 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.

No matter where you want to work from, we compel no one to come to the office. not one day  
not two, not three days.



### 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.

We offer a wide variety of activities at our sites. From classic back training to functional mobilization training, soccer, ice hockey, and Krav Maga and Bouldering we have various offers.

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.

Height-adjustable desks or a company bike are part of our everyday life.



## 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 farsightedness and analytical skills of our employees. By questioning, 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 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**

Your further education and training is of great importance to itemis. It has manifested itself in our 4+1 concept. 20% of your working time is available to you to keep your professional knowledge up to date, to expand it or to develop yourself on a personal level.

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.de](mailto:jobs@itemis.de).

### You have questions?

Answer Mirja and Sandra from the recruiting team she likes you.

#### Mirja Sauer

 [mirja.sauer@itemis.com](mailto:mirja.sauer@itemis.com)

#### Sandra Wagener

 [sandra.wagener@itemis.com](mailto:sandra.wagener@itemis.com)

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