



# Code of Conduct



# Our Values

At Blinkist, our values shape our way of work as an organization. How we interact with and treat each other is directly shaped by the Blinkist values, too.

We believe these values are the ones which we need to focus on, double down on and ensure we rock at to meet our business goals but also to be the organisation we truly want to be.

CHANNEL YOUR INNER ENTREPRENEUR



*Just get it done* ○

DO WORK YOU'RE PROUD OF

*Have fun along the way*

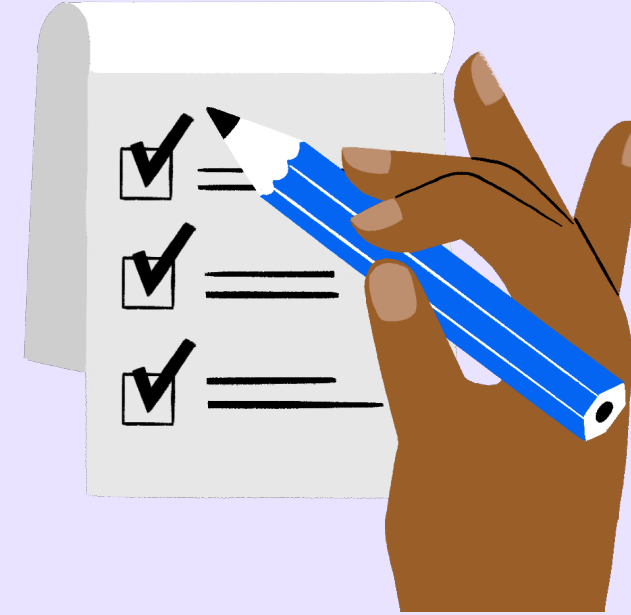
# Our Values



## Channel your inner Entrepreneur

Think big, take risks  
and iterate

...instead of being too cautious



## Just get it done

Have a can-do attitude and  
keep it simple

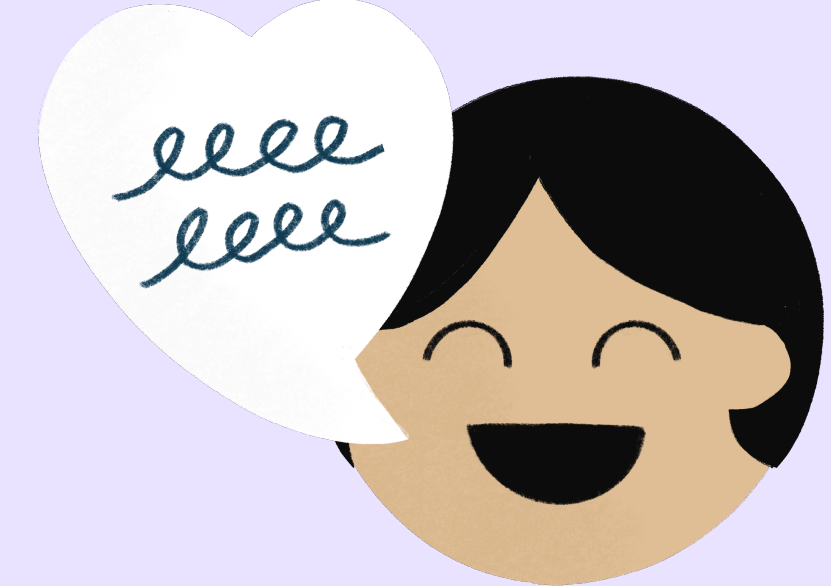
...instead of over-discussing  
and over-engineering



## Do work you're proud of

Focus on delivering quality  
and impact for our customers

...instead of being busy with  
low impact tasks



## Have fun along the way

Approach work with  
a light heart

...instead of taking things too  
seriously



# Code of Conduct

We have a Code of Conduct not because we assume inappropriate behavior will happen, but because we trust in the remarkable level of respect among our team and its members. We believe in making our values visible and actively lived, and we clearly define our responsibilities and accountabilities to each other as an explicit part of working for and with Blinkist.

In line with our Blinkist values, it's a non-negotiable expectation that every team member takes personal responsibility for upholding the Code of Conduct and applying it in their daily lives at Blinkist. The Code of Conduct applies to team member interactions in all areas of our shared professional lives, including events hosted by Blinkist, shared online spaces

(Slack, Asana, Trello, e-mail, etc.), social media, and in the forms and practice of giving feedback. It also applies to the way we interact with customers, clients, partners, and external providers. In short, any situation or at any event where we represent Blinkist.

**All freelancers and all team members at all levels of the organisation are covered by this code.**



# What we do

## WE CELEBRATE DIVERSITY

We refrain from demeaning, discriminatory, or harassing behavior and speech that would be hurtful and/or offensive to others.

## WE USE INCLUSIVE LANGUAGE

While English is our common work language, not everyone is a C2 English speaker. Avoid gendered language (e.g. 'hey guys'), as well as slang and idioms which might be hard to translate to other languages—or be deliberate in explaining them so everyone understands.



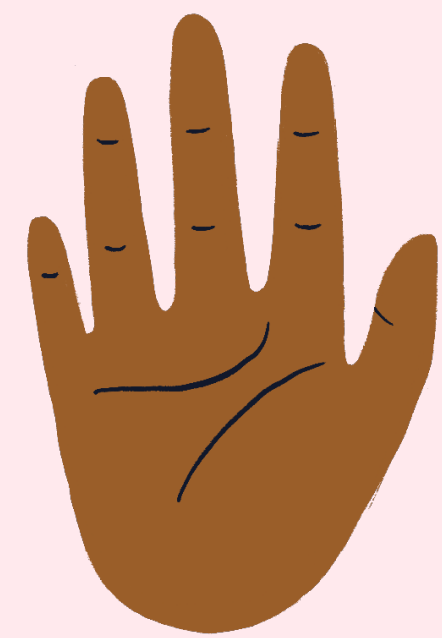
## WE RESPECT TIME DIFFERENCES

We involve our team members wherever they are located and use such tools that enable remote work no matter how big the time difference is. That is why we pay attention to time zones when we schedule meetings or events.

## WE FOSTER INCLUSIVE HABITS

Embrace practices that are inclusive and productive for team members wherever and whoever they are. Make good use of asynchronous communication and accessibility tools, practices, and features.

# What we don't



Unacceptable behaviours pose a direct threat to our values. They will lead to disciplinary actions, which may include termination.

## Harassment is not tolerated at Blinkist

This includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, or religion, or based on any other ground as well as deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, and unwelcome sexual or romantic attention.

## Threats, or any versions of threats, are not tolerated at Blinkist.

Threatening someone verbally or physically, including any threat or act of physical violence, is considered a direct violation of our Code of Conducy and Ways of Working.

# Why is reporting a problem important?

We all have a shared responsibility to make Blinkist a safe and comfortable space for every individual. Reporting Code of Conduct violations helps us identify when trust and empowerment have been broken, prevent it from happening in the future, and attempt to rebuild that trust and foster it again however possible.

## How should I report a problem?



### Option 1

Address it directly. If you're comfortable bringing up the incident with the person who instigated it, pull them aside to discuss how it affected you, by using the NVC method.

### Option 2

Talk to your Team Lead. It's expected that your team lead knows the dynamics of the team you belong to, which would qualify them as a good person to look to for advice. They should also be able to talk directly to the team member in question if you feel uncomfortable or unsafe doing so yourself.

### Option 3

Talk to a member of the People & Culture Team. People & Culture team members are there to talk to you in person or remotely about the issue and help figure out what steps to make next. You can directly approach anyone on the team. Mertcan Uzun, from People & Culture team is our 'trusted' team member who holds confidential discussions.

### Option 4

Talk to a peer or mentor. If you have a trusted peer or mentor in the organization you feel comfortable approaching and opening the conversation, reach out to, and discuss the situation with them. They may be able to advise on how they would handle it or can support you in bringing the issue to those who can effectively help.





In all cases, the People & Culture team will make every effort to stay in clear communication with anyone who reports a problem, maintaining confidentiality whenever possible. Depending on the severity and urgency of a particular issue, the member of the People & Culture team you've spoken to may need to escalate a report to our legal partners.

LEARN MORE ABOUT OUR [SEXUAL HARASSMENT POLICY](#) & [HARASSMENT & DISCRIMINATION POLICY](#)



# Comitting to Self-Improvement

We all make mistakes and it's not expected that we all have a perfect track record. What is expected is that we own up to and learn from those mistakes, and demonstrate a clear and persistent will to improve.

## Keys to self-improvement:

- Have an open-mind
- Avoid defensive behavior
- Own your mistake: apologise, try not to repeat it and commit to doing better
- Commit to doing better



