

ARTEUNIT Team Charter

Collaboration, Responsibility, and Personal Growth

As of September 24, 2026

This charter describes how we want to work together at ARTEUNIT. It is intended for employees, team leaders, and management. It combines high standards for our work with respect for each person as a whole. Specific working conditions and entitlements are governed by employment contracts, applicable laws, and separate agreements; this charter sets our shared direction.

1 Our Commitment

ARTEUNIT creates strategic media work that makes an impact. We support clients through workshops, strategy, content systems, and production. At the same time, we develop our own content and products. We aim to build a professional organization where knowledge is documented, decisions can be made, and projects run reliably without the founders needing to be constantly present.

People are more than their job descriptions. We seek out responsibilities that make the most of their abilities and interests. This includes clear ownership, honest feedback, and room to develop new skills. Personal growth is encouraged; no one needs to demonstrate a particular personal ambition or lifestyle to belong here.

2 Leading from the Back

At ARTEUNIT, Leading from the Back means that leaders provide direction, explain goals and quality standards, supply the necessary resources, and remove obstacles. They take responsibility for difficult decisions while giving those responsible for the work room to shape how they do it. Ideas matter regardless of position or length of service.

Anyone taking on a task acts with ownership, in the company's interests and in line with this charter. They plan next steps, make decisions within their agreed authority, document results, and flag risks early. Ownership does not mean facing problems alone: anyone who needs support asks for it in time, and leaders provide it.

Client commitments, budgets, rights, data protection, and personnel matters have clearly assigned responsibilities. Anyone wishing to act beyond their decision-making authority must obtain prior approval. Management retains its statutory duties.

3 Roles, Goals, and Quality

- Each role has a defined scope of responsibility, achievable goals, decision-making authority, and a designated backup. Responsibilities and priorities are reviewed regularly.
- Every project has clearly documented goals, scope, budget, deadlines, internal approvals, and responsibility for the client relationship. Changes are documented and raised promptly.
- We review content for professional accuracy and creative quality before it reaches clients or is published. Errors are identified, corrected, and used as opportunities to improve the system.
- Work should be effective and enjoyable: recurring steps are documented, simplified, and automated where useful. Quality and accountability remain verifiable.

4 Working Hours and Individual Rhythms

We agree on working hours individually. Shared meetings, shoots, client appointments, and agreed handoffs are binding. Outside these commitments, employees may arrange their work throughout the day within the agreed framework, provided availability, collaboration, tasks, and deadlines are covered. Longer breaks, such as for exercise or personal appointments, must be clearly scheduled in the team calendar; the working time is made up later or balanced in another agreed way.

Trust does not replace time tracking. Work start times, end times, duration, and breaks are recorded using the established process. Statutory maximum working hours, breaks, and rest periods also apply to evening work and flexible arrangements. Overtime and work on Sundays or public holidays must be agreed in advance, unless a genuine emergency requires immediate action. How that time is compensated is clearly documented.

We establish mandatory coordination windows and appropriate response times for each team. Outside agreed availability, there is no general expectation to read messages. Urgent incidents require a predefined escalation process.

5 Different Needs and Health

People do not all work at the same pace or on the same schedule. Depending on the role and team agreements, we accommodate different working windows, uninterrupted focus time, suitable work locations, and additional short recovery breaks. These arrangements reflect both the task and the individual's needs. No one is required to disclose a diagnosis or private health history to the team.

We address strain openly and without shame. Anyone noticing overload should speak up early; the responsible leader will prioritize, provide support, or adjust the plan. Statutory breaks, vacation, sick leave, and workplace health and safety requirements are respected. Fitness coaching and personal or spiritual development activities are voluntary. Participation is neither evaluated nor made a condition of career development.

6 Learning and Personal Goals

We hold regular development conversations about professional skills, roles, personal interests, and next steps. ARTEUNIT may offer internal or external training and workshops, for example on filmmaking, strategy, writing a book, building a personal brand, or using the ARTEUNIT Content System. Participation is voluntary unless a specific qualification is required for the role and has been agreed accordingly.

The type of training, budget, selection process, working time allocated, and cost coverage are set out in a training policy. Fitness coaching may be offered as resources allow. An offer does not constitute a commitment to unlimited cost coverage, free equipment, or additional paid working time.

7 Personal Projects and Outside Work

We welcome employees' books, artistic projects, channels, athletic goals, and business ventures. Outside work must be disclosed in advance in accordance with the employment contract if it may affect working hours, client relationships, competition, trade secrets, or company resources. ARTEUNIT reviews specific conflicts of interest promptly and transparently. Permissible outside work should remain possible.

Work on personal projects generally takes place outside paid working hours. Exceptions require a prior agreement covering time, budget, and the benefit to ARTEUNIT. Existing client contacts, confidential documents, and unapproved concepts may not be used for personal ventures.

Anyone collaborating with ARTEUNIT on a personal project must agree in writing on ownership, usage rights, revenue sharing, and a potential separation before work begins.

8 Use of Shared Equipment

The studio, cameras, audio equipment, editing workstations, and other equipment may be used for personal projects where permitted by a simple booking and approval process. Client work and company operations take priority. Before use, the time period, responsible person, equipment orientation, storage location, any costs, insurance, damage procedures, and return arrangements must be recorded.

Personal files and client data remain separate. Company accounts, licenses, raw footage, and login credentials may be used only within the applicable usage rights. Permission to use equipment neither automatically transfers ownership of a personal work to ARTEUNIT nor creates a general entitlement to access at any time.

9 Project Phases, Launches, and Compensation

Client productions and product launches bring heavier workloads. We plan early, with clear responsibilities, realistic capacity, test runs, approvals, contingency resources, and a clear disruption process. Leaders prioritize when capacity is limited; the team flags risks early instead of quietly accumulating overtime.

After intensive periods, we review results, errors, workload, and opportunities for improvement. Overtime is compensated under the applicable agreement. Any additional bonuses or participation in the success of products are governed separately, with clear eligibility criteria, calculation methods, and payment terms; this charter alone creates no such entitlement.

10 Transparency, Conflict, and Protection

We communicate constructively, provide timely feedback, and document important decisions. Criticism of ideas is welcome; personal insults, discrimination, intimidation, and retaliation for raising a complaint have no place here. Conflicts are first addressed with the person involved, then with another leader or a designated confidential contact. Statutory complaint rights remain unaffected.

Client information, personal data, unpublished works, and trade secrets are protected. Publication, use of work as a reference, and the use of AI tools must comply with client contracts, the chain of rights, internal approvals, and applicable data protection requirements.

11 Putting This Charter into Practice

Management is responsible for introducing and regularly reviewing this charter. Employees may propose changes. At least once a year, we jointly review which rules help in daily work, where more flexibility is needed, and what requires clearer guidance. Changes take effect only after they have been communicated and, where required, implemented through employment contracts or applicable employee participation procedures.

Open Decisions Before Implementation

Topic	To Be Defined
Availability	Team coordination windows, response times, and escalation process
Work Location and Hours	Remote work, time tracking, overtime, and compensation
Training	Annual budget, selection, working time, and cost coverage
Equipment	Booking, insurance, costs, and software license use
Outside Work	Disclosure process, conflict-of-interest review, and response deadline
Bonuses	Whether success-based compensation is offered and under which separate policy
Conflict Resolution Contact	A confidential contact outside the direct reporting line

For legal review: This charter is a guiding statement with proposed workplace rules. It does not replace employment contracts or rules on working hours, data protection, workplace health and safety, or statutory employee participation rights. These texts must be reviewed for compliance with employment law before implementation.