

What you probably want to know about Partoo!

If you are reading this document, it means that you are currently in the recruitment process for a position at Partoo! We are delighted that you want to join the adventure.



We decided to write this document to answer all the practical questions you may already have and have not had the opportunity to ask us. This document is divided into 4 main parts and covers the following topics:

- **Working environment:** culture, values, onboarding & welcome pack, training and development opportunities
- **Office life:** office life, festivities and seminars, sports & cultural activities
- **CSR policy:** social & environmental initiatives, diversity and inclusion
- **Non-salary benefits:** benefits, paid holidays, time off and remote working

If you have any other questions during the recruitment process, please do not hesitate to contact our HR team or one of the people you have already interviewed with.

Happy reading!

01 Working environment

a. Culture and values



Historically, **the Partoo project was built around 3 founding values** which are both life values and work values:



Insatiable curiosity: we want to surround ourselves with curious people who are eager to learn and know how to question an established situation to find optimal solutions.



Fun: Our goal is to ensure that every employee comes to Partoo with a smile on their face and enjoys the challenges of everyday life.



Empathy: we are warm, honest, transparent and open-minded people.



Our values



CURIOSITY



FUN



EMPATHY



IMPACT



SIMPLICITY



HIGH
STANDARDS

To better reflect our current culture and support our growth, [we felt the need to add 3 more values:](#)



Impact: we want to make an impact on society through our actions and help millions of stores to develop their business via the internet.



Simplicity: we are looking for humble people who value simplicity in their relationships and in their approach to challenges.



Excellence: in order to become the reference application for companies wishing to develop their business through the Internet, we must constantly seek to improve ourselves to be the best.

To find out more about our HR Vision, here is a [link](#) to a Slideshare presentation that will give you more information on these topics.

b. Onboarding & Welcome Pack

At Partoo, the onboarding is a key moment in the employee's career. It is broken down into different steps, including:

- A series of **one-week general training courses**, to learn everything there is to know about Partoo: our products, the ecosystem, the internal organisation, our values, our culture, our working methods, etc. The idea is also to answer your questions in a transparent way by presenting, for example, all our key figures (revenue, renewal rate, customer acquisition cost, etc.).
- Specific **team trainings** organised by your manager to give you every opportunity to succeed.
- **A strong HR support** at the beginning with a first catch-up after one month and a buddy system in some teams so that you have someone to ask your everyday questions.

You will also be given a **little surprise**, usually a Partoo water bottle.

c. Training and development

We are committed to developing the potential of our teams and to help them broaden their range of knowledge and skills. To this end, we have put in place several initiatives:

- A culture of regular feedback: we encourage 360° feedback via our Leapsome tool, so that everyone knows their strengths and areas for improvement and can continually develop professionally and personally.
- The Partoo Academies on Friday afternoons to discover a new subject related or not to Partoo's activity (handled by the French team). The objective is to have employees, customers, partners (Waze, Google...) or other external guests speak on various subjects (School 42, Product Launch, finance, photography, etc.)
- In-house training and learning opportunities:
 - Partoo Language Exchange programme, to learn or relearn a foreign language with colleagues
 - "Live my life" project organised every quarter to discover different roles within Partoo
- Regular coaching by your manager
- Support from HR teams to discuss and answer questions
- Availability of the company's staff on a daily basis



d. An ambitious project

Joining the Partoo adventure means joining an ambitious project led by highly committed teams.

By 2025, we aim to help over one million stores develop their online business. This would mean recurring revenues of over €100m and a team of nearly 1,000 employees. The long-term potential is also infinite, as there are more than 300 million points-of-sale worldwide, which is as many potential customers for Partoo.

To achieve this goal we will expand our product range (advertising, messages & bot, local news, booking module, etc.) through both internal and external growth.

We are supported in this approach by our shareholder **Webedia** with whom we have completed a €15m capital increase in May 2021. Webedia is France's leading digital media company, growing by 40% a year in content/media activities, notably through brands such as Allociné and jeuxvideo.com.

It is also a company that shares with us a strong entrepreneurial DNA: in this respect we accept and value the involvement of our employees in associative or entrepreneurial side-projects. At present, more than 30% of Partoo employees work on these types of side-projects and several former employees are now setting up their own companies.

In a few figures, the Webedia group has 30 offices in 26 countries, 3,500 employees and a turnover of 450 M€. The group is also made up of 3 distinct activities: the historical media content business, the digital agency with Jellyfish, and finally the SaaS and technology part with Partoo.

It should be noted that we have a complete autonomy over our growth. We have our own office, values, cross-functional teams (HR, Finance, Operations...) and our own slogan ("get found...online"). It is in this context that Webedia supports our growth and accompanies us financially and strategically.

e. Development perspectives

These growth perspectives for Partoo have and will continue to create great professional opportunities for all our employees.

We regularly encourage internal promotions for positions of responsibility, facilitate professional retraining and support our employees in their career development. Joining Partoo means joining a company that is full of opportunities and whose objective is to develop and value its talents.

At Partoo, you will have the opportunity to design your own career path in a caring environment, where the criteria for promotion in each team are transparent.

02 Corporate life

a. Our offices

Partoo's offices have been designed with the aim of providing a user-friendly space that promotes the well-being of employees and collaboration between teams.

We occupy 2 offices in the city center of Barcelona in one of the coolest co-working company. These premises are located at [Ronda de Sant Pere, 52](#) really close to the famous [Plaza Catalunya](#) and to all the public transport.

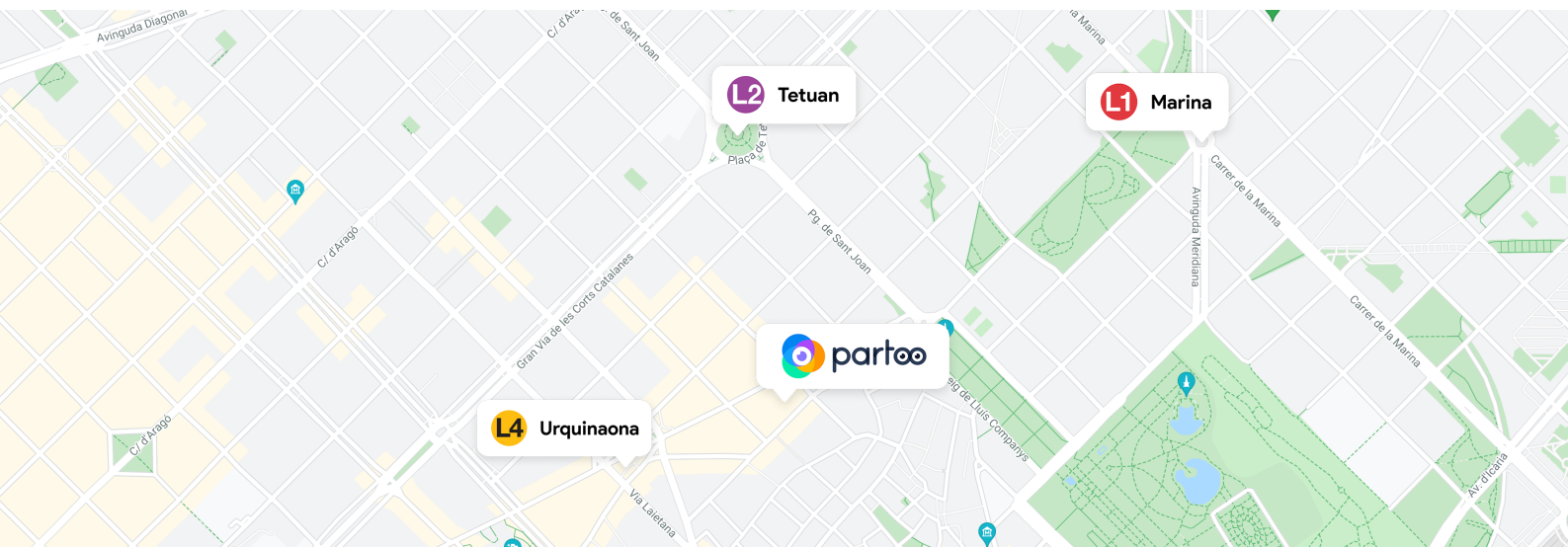


We have a 300 m2 office space with a terrace for our events, a lunch and rest area.

We also provide our employees with a kitchen equipped with several fridges, coffee machines, microwaves and dishwashers.

You will be **close to many public transport lines:**

- Metro: L1, L2, L4
- Bus: 39 – 47 – V17 – B24
- Bike's station
- Moto's parking just in front of the office
- Possibility to bring your bike to the office



You will find many good addresses in this area, including:

For sports activities:

- VivaGym
- Metropolitan
- DuetFit

For afterworks:

- Bar Andorra
- QuilloBar
- Paspартu
- El Perro Blu
- La Hamaca

To eat:

- Bocca di Bonifacio (Italian Restaurant)
- Bulliccio
- Hanami Coffe & Bar
- La Malcriada
- Vivari Bar
- Buenas Migas
- Oishi

b. Office life and festivities

At Partoo, we believe that a working week should also include moments of exchange and sharing between colleagues.



To this end, we have set up a number of events, in which you will have the opportunity to participate if you wish, such as:

- **Thursday afterwork**, Thursday evening staff have drink together in our offices
- **Partoo Monday Meetings** to review the week's before progress for each team and share company news
- **Our annual seminar**, which brings together all the international team to the French office. The objective is to exchange ideas outside the professional context in order to move forward together on the company's vision and to share fun moments together (team-buildings, parties, group work, sports, etc.)
- **Team-buildings** organised within each team (seminars, karaoke, top chef evenings, axe-throwing, etc., depending on individual preferences)
- **Our "random coffees"** each week to meet with people from other teams on an informal basis

This spirit of conviviality and sharing is a founding element of our corporate culture.



c. Sports & cultural activities

In our Coworking office, Aticco, sports and cultural activities during the week have always been part of our routine since the very beginning:.

Over time, other activities have appeared, driven by employees, and today we have something for everyone... unless you want to suggest a new one!

If you join us you will have the [the opportunity to participate in many activities](#), notably:

- Beach Volley
- Paddle Surf
- Running Class
- Actuation classes
- Public Speaking classes
- Languages classes
- Yoga
- Gym activities

03 CSR policy

a. Social & economic ambitions

At Partoo we believe that local stores are the lifeblood of our economy, in terms of employment and the social ties they create between citizens.

It is also a key element in the dynamism of the territories and the revitalisation of our town centres.

By helping shop managers to use the Internet efficiently on a daily basis, we are participating in their digital transition and helping them to better respond to consumer needs and thus to grow their business. But Partoo's ambition does not stop there: we want to use the business world to inspire. In particular, we believe it is essential that our business has as little environmental impact as possible.

Joining Partoo means having a direct impact on the economic, ecological and social issues of tomorrow.

Beyond these direct impacts, Partoo also offers its products and services to some associations and impact businesses, such as:

- **Les Cafés Joyeux:** solidarity restaurants that train and employ people, mostly with Down's syndrome or cognitive disorders such as autism.
- **DomusVi:** supporting online visibility of Mental Health Centres free of charge

b. Internal initiatives

We also want to make decisions that are in line with our values and that may inspire other companies. **For example, we carefully select our partners and office supplies:**

- **Panopli:** our supplier of eco-responsible goodies, with the 1% For The Planet label, which finances the planting of trees through Green Ethiopia
- **Stripe Climate:** a partnership to donate a portion of our revenues in a few clicks to the development of technologies to reduce carbon in the atmosphere

- **Office supplies:** our coworking office, share with us the vision of a more green world, and for this reason Aticco is completely paperless and plastic free.

stripe

 **Panopli**

Ideal garden

With our various offices abroad and rapid international growth, it is also essential to consider the carbon footprint of our travel.

We therefore offset the CO2 emissions of all business trips with Yann Arthus-Bertrand's Good Planet Foundation.

Finally **our teams are very involved in all these issues and many initiatives are launched on a daily basis:**

- Raising awareness on digital pollution and email management
- Possibility of devoting one working day per year to an association of one's choice through a platform called "Friday"
- Setting up responsible team-buildings: sports challenge with Oxfam and the Kiplin application
- Intervention of experts to talk about inclusion issues in a broad sense
- Miscellaneous: collection with Règles Élémentaires to fight against menstrual insecurity, CleanWalk to clean up the streets of Paris, Run for the Planet, or the fight against deforestation.

c. Diversity & corporate culture

With a workforce that doubles every year, and more than 200 employees by June 2021, Partoo is helping to create jobs on the national territory.

In addition, **diversity is at the heart of our recruitment policy**, in its various forms. In a few figures, we count today among our collaborators:

- 26 nationalities
- 48% women and 52% men
- An average age of 27 years



First of all, on the international dimension, joining Partoo means joining a multi-cultural and multi-lingual start-up. In our Barcelona office, it is not unusual to hear several languages spoken (Italian, Spanish, Portuguese, French).

Depending on your position at Partoo, you will have the **the possibility of travelling to our offices abroad, in particular to Paris**, to collaborate with our teams working on the french and international markets.

On gender diversity issues, we have launched in 2021 the **Women@Partoo programme** to further improve the representation of women in our workforce and to better adapt our corporate culture. The project team has recently launched a Book Club to go further on these topics (e.g. Breaking the glass ceiling, Florence Sandi)

At Partoo, **we want to support parents and ensure that becoming a parent does not hinder their professional development in any way.**

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Several awards were granted for this inclusive work and its positive impact on the well-being of our employees in 2021:

- “Happy @ work” 2021 : No. 1 in France for start-ups with more than 50 employees
- “Work anywhere”, companies with 50 to 499 employees
- “Agile @ work”, companies with more than 50 employees

04 Non-salary benefits

Advantages & Benefits



Partoo offers a range of benefits outside your salary package. Some of these benefits are legal obligations, while others are additional benefits that we wanted to provide to our employees.

Here is a quick list to date:

- **The Alan insurance:** the monthly fee of 44€ is covered at 50% by Partoo. The remaining €22 is deducted from your pay slip every month.
- **The meal refund:** for each day worked, you will be refunded for the meal for 4,00€ per day.
- **Working materials:** you will have a MacBook at your disposal, as well as all the accessories necessary to carry out your missions (headphones, an adapter, etc.).
- **Support for remote working:** depending on your needs, you will receive €100 to buy an office chair and another €100 to buy a monitor.

- **Co-option bonuses:** you will have the opportunity to participate in Partoo's growth by helping our HR teams with recruitment. For example, you will receive a bonus of €500 for helping to recruit an intern, €1,000 for a Junior profile, €1,500 for a Senior profile and €3,000 for an Engineer.

b. Paid leave and time off

In accordance with our collective agreement, you will benefit for your holidays from:

- **25 days paid holiday per year**, that's 2.08 holidays per month. You can use your paid holidays as soon as you have earned them.

c. Remote working policy

At Partoo, we wanted to set up a flexible teleworking policy, adapted to everyone's needs. This way you can work:

- **Teleworking up to 3 days a week** once your trial period has been validated and in agreement with your manager.
- **Possible extension:** for employees with at least one year's seniority and subject to validation by the manager, we can offer an adapted teleworking period. The employees concerned will be able to telework from wherever they want, for a maximum period of 12 weeks per year, provided that the time difference with their home office does not exceed 3 hours (for health and organisational reasons).

That's it! We hope you now have a better idea of what Partoo has to offer and that we have answered some of your questions!

The whole Partoo team wishes you good luck in your recruitment process.