

Negotiables (Nice to haves)

- 🧑‍🍳 Everyone [does not] have to do everything.
 - Updating the spreadsheet, but help me out.
 - New business, but same.
- 🍽️ Do all of your dishes. I think it's okay to leave a dish every now and then, just as long as you balance it out later. I call this 'dish karma.'
- Show up at the same time every day, but within a ~30 minute window would be nice.
- 😬 No interrupting. Granted, I'm not good at this one, but when everyone isn't an active talker it's not an effective way of communicating.
- 💯 Bringing your best self. We can't expect everyone to be 100% every day, but we can try. Similarly: non-negotiable would be to speak up when you're not 100%. Keep outside out.
- ❤️ Being vulnerable. I think it makes sense to be open and to show our wounds in some regards, but it's work and we don't need to require vulnerability at the sacrifice of comfort. Similarly, while I think being uncomfortable can lead to great work, it's unrealistic to expect each other to be uncomfortable all the time and it's not really healthy either.
- Take risks. Same as above.
- PMA! Can't do it all the time, but we can try.
- 🌴 Working on weekends. We should actively avoid this, but sometimes it can't be helped.
- Similarly, working late.
- 🍹 Staying for drinks, although a few would be nice.
- Prioritize learning new things, new experiences, over what we already know. (The exception being if time or money is of the essence, and we must work within the known to accomplish our goals.)

Non-Negotiables

- Be accountable. This means:
 - 🕒 Show up to important meetings on time. If necessary, give yourself extra travel time. It's okay to be late now and then, but it's not hard to be on time.
 - And, on that note, if you're not going to be on time, let someone know. This includes being late (10 min+) in the morning each day.
 - ✨ Clean up after yourself. Aside from the great dish karma, you should keep things neat. That means cleaning out the French press ATLEAST weekly.
 - Do your work. Do what you say you're going to do.
 - 💪 Do it to the best of your ability.
 - 📧 Answering emails (or handing them off to someone else) within 24 hours. Even if that answer is "I don't know" or "I'll have to get back to you."
- Simultaneously, create and maintain boundaries between work, clients, and our own lives. Don't answer emails on weekends. Don't prioritize client "emergencies" that we don't view as "emergencies." Et cetera.
- Build trust. Accountability does this.

- Be self-reliant. Conversely, avoid micromanagement. (This is more on me, but I think open communication can help with the latter.)
- 🧑 Everyone should participate.
- 🚫 Be present. When we're meeting about something, be present on that topic and don't be doing other stuff at the same time. It makes everything take longer.
- 💬 Have open communication.
 - Create spaces for 1:1 conversation.
 - Ask open ended questions.
 - Check in with each other often.
 - Handle conflict directly. No passive aggression.
 - It's the responsibility of the communicator to be sure they're understood.
- Get a majority onboard.
- Be kind to each other.
- Respect each other.
 - This also means each other's time. Time is a limited resource. Value the time of others. Be on time (preferably a few minutes early), communicate when you are more than 10 minutes late, and never inconvenience the other person with your tardiness.
- 🙏 Say thank you.
- Be honest.
- 👂 Listen. Really listen.
- Make sure everyone is heard.
- 🧑 Ask for help when you need it. We can look out for each other, but we're not mind readers. Expect each other to ask when they need help.
- Show your work. Be willing to discuss it.
- Be open minded, tolerant. Open to change.
- 🔥 That being said, be willing to throw everything away. Be willing to abandon projects that don't make sense, and rethink ones that seemingly do. Be flexible.
- 🤝 Help each other. We're all in this together. A rising tide raises all boats. "Support success."
- No ego.
- Give credit where credit is due.
- Understand that when you represent HAWRAF, you're representing the other people here. Act and speak accordingly. Be a good steward.
- Practice saying "we."
- 😬 Confidentiality. What personal bullshit goes down in the studio, stays in the studio. We can choose to collectively talk about it in an act of transparency, but avoid gossip and general independent bullshitting.
- Empathize with others.
 - Recognize the amount of privilege that comes with doing the work that we do.
 - When someone is outnumbered, understand the emotion of that position and offer compromises that accommodate that. "Win-win."
- Develop people, not business.

- 🥂 Celebrate wins.
- Embrace risk. Don't punish it. Make mistakes okay.
- Stand for something. Be committed to our beliefs and what we're trying to do.
- Prioritize differing opinions, perspectives, and outliers. Actively strive for diversity and inclusivity.
- No hate, bigotry, sexism, racism, and so on.
- No threats of self harm, unbanked accusations, all or nothing dramatics, etc.
- Leave the world better than we found it.

needs

~~not~~ need us to stop getting
into sync, or rather
during the process anyway

wants

in the walk-in when I walk
and at the w/ the
retail.

- Extended travel (work remote)

- ~~to be most~~ Experimenting

- work / life

- flexibility

Non-Negotiables

Be open

Listen to each other

Everyone should land on the same page

Don't jump to conclusions

Promote a flexible workspace

No work is precious

Make good work or good money