



THE MEETINGMATRIX

T.I.M.E. DECLARATION II

TASK INSPIRED MANAGEMENT ENVIRONMENT

Work isn't a place we go, it's something we do. We should not feel guilty, overworked, or stressed-out as a result of our job.

There is no concept of vacation or personal time; we have an unlimited amount of "paid time off." We can work wherever we want, whenever we want, in whatever style we want, as long as we meet our objectives and both internal and external customers are always taken care of.

We are each required to have a back-up available in our absence so that in no way are we impeding others from completing their objectives. When not available, we will clearly communicate our status and an alternate resource for assistance.

We will practice open, honest, and transparent communication via our choice of Instant Message, Video Calls, Telephone, or E-Mail. Manage others' expectations by indicating our availability and realize there may be times when others are just not available.

We agree that we all think through our goals and objectives and plan ahead to avoid last minute scrambles. Lack of prior planning on our part should not constitute an emergency for other Associates.

All meetings, with the exception of the Annual Staff Meeting, are optional as long as we contribute in advance if our input is needed, review the notes from the meeting, and take responsibility for any action items that apply to us.

All internal meetings are open and we can attend any meeting including requesting a forum at the Team Leader Meeting. It is necessary to alert the meeting facilitator of our planned attendance.

Out of respect for each other's time, we will endeavor to attend meetings punctually. It is our standard to begin no later than two minutes after the start time and end within the allotted time. If a late attendance cannot be avoided, we will enter the meeting without causing disruption. It is the responsibility of the SCRUM Master or Meeting Facilitator to manage the flow and content of the meeting.

The company will not incur any additional expense or unreasonable IT requests to facilitate our working outside the office. It is up to us, individually, to make T.I.M.E. work for everyone. We should not look to the company to manage T.I.M.E.

We are not measured by how many hours we work or how we spend our time, just the results that we produce. We will treat one another with respect, and not engage in any sort of comparison of workloads in order to make ourselves look better. One's productivity and success are not determined by the number of hours put into the job.

signed by:

Michael Keller, President and CEO
March 22, 2011.