



Each person that is contracted to complete work on the behalf of Lodestone Logic is expected to read and initial each item listed in the table below.

Name	
Please initial	Members are expected to be present at the Lodestone Logic offices from 9A-12noon every Tuesday and Thursday, unless arranged otherwise. Team Members will be given a key to the Lodestone Logic offices based on their need for using the office beyond Tuesdays and Thursdays.
	Members are expected to be present in person for the weekly Lodestone Logic Team Member meeting on Tuesdays from 9-10A.
	Members will check and respond to email at least 1 time in a 24 hour period; expectations may increase during specific project delivery timelines/zones.
	Members will, at the minimum, recognize the receipt of an email where action is being requested (eg information or feedback from the Member) with a return email that includes either the information being requested or an estimate on when a full response will be provided.
	Members will arrive to meetings on time.
	Members will communicate if they will be unable to meet project delivery expectations well in advance of the delivery date. In this communication they will clearly articulate how they are working through the delays, resources that they need from the CEO and other Team Members, and the updated timeline for delivery.
	Members will have their own computer, internet access, mobile phone, and personal work space.
	Members will be experienced in conducting internet searches and documenting their findings.
	Members will have intermediate to advanced level of experience with MS Office Suite (Word, Excel, PowerPoint).
	Members will be familiar and have professional experiences with social media tools such as LinkedIn, FaceBook, WordPress, Twitter, Tweetdeck, Hootesuite, MailChimp, SurveyMonkey, etc.
	Members will use their Lodestone Logic email account for communications with clients.
	Members will track and enter their time in Toggl in real time.
	Members will save all documents and files in the designated DropBox location.
	Members will be honest and produce original works.
	Members will trust and respect their fellow Team Members.
	Members are encouraged to be quirky, funny, and themselves. ☺