

The Atlante Way

A Culture of Presence, Purpose and Performance

1. We Work with Intention

At Atlante, flexibility is a right and physical presence is a deliberate choice that boosts our collective energy. We embrace a hybrid model in which remote work supports focus and personal balance, and **in-person collaboration unlocks creativity, trust, and innovation.**

We encourage everyone to be in the office **average 3 days per week** (referring to the policy applied locally) as a shared opportunity to connect, co-create, and recharge.



2. Why Presence Matters

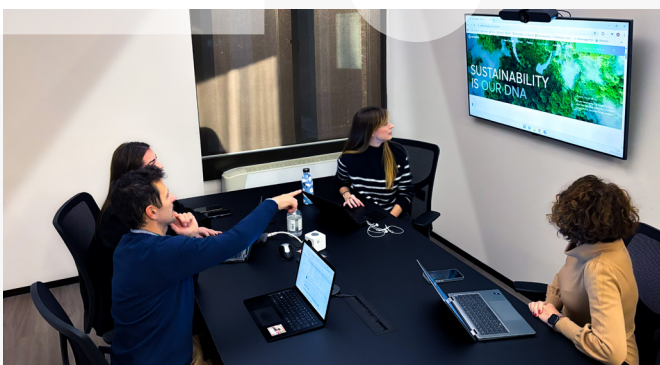
The office is a shared space where:

- *trust is built*
- *ideas and insights are exchanged*
- *collective energy is fueled*
- *and belonging and motivation are cultivated*

At Atlante, the **office** is our "locker room", **a space for preparation, alignment, and acceleration.** It's where strategy turns into action, where rhythm is created, where wins are celebrated, lessons are learned and shared and challenges are faced together.

We don't see the office as a simple place to sit. We see it as a **creative arena** - a space for:

- *Spontaneous exchange and "idea collisions"*
- *Team rituals that build trust and rhythm*
- *Shared ownership of goals and outcomes*
- *Celebration of wins and learning from failures*



3. The Atlante Voice – the way we communicate

At Atlante, we believe that **how we communicate is as important as what we communicate**. Our internal communication culture is designed to be intentional, inclusive, and low-stress, supporting clarity, collaboration, and wellbeing.



Why it matters

Effective sharing of information is central to achieving our mission and promotes a healthy working environment. By contrast, ineffective communication is one of the **main sources of workplace stress**. We can reduce this stress by following these simple communication rules:

Calls and Video Calls

- *Prefer always voice or video calls over long written exchanges and for complex topics. Follow up with a short-written recap only if needed*
- *While video calls are normally preferable over voice calls to create empathy, use judgment as to when a voice call might be more opportune*

Instant Messaging

- *Use only the Instant messaging platform allowed by our policies*
- *Prefer instant messaging (over email and voice calls) for quick, operational updates*
- *Avoid sending messages outside working hours, they are justified only in case of emergency or extraordinary needs*
- *Respect boundaries and avoid interrupting deep work*

Emails

- *Emails are not the main internal communication channel and should mainly be used for structured, non-urgent communication. In particular, they should be reserved for:*
 - *Formal communication (external or cross organization)*
 - *Document sharing that requires traceability or legal record*
 - *Structured reporting or summaries*
 - *Document sharing that requires cross-team involvement*
- *Emails should be sent to the relevant recipients, avoiding unnecessary people in copy*
- *Emails should be clear, concise, and respectful in tone*
- *Emails should not be used for sensitive topics, or when a topic might cause unnecessary stress for the reader*
- *Should an email be received inappropriately (e.g. when a voice or video call should have been used instead) do not "perpetuate the crime": avoid responding to it and be the first to make the voice or video call*



🕒 Time Management Tips

- *Be punctual when attending meetings*
- *If a meeting feels unproductive, **give feedback** to the organizer*
- *If communication overload affects your performance, **talk to your manager***
- *Block **focus time** in your calendar*

In every communication, respect Atlante tone of voice: we speak with clarity, act with purpose and move forward together respectful, constructive, inclusive and proactive in every word and action.

👥 Meetings

- *Schedule meetings with a **clear agenda and objectives** and stick to them during the meeting itself*
- *Prefer **in-person meetings** for strategic, creative or sensitive topics*
- *Invite only those colleagues that can add value*
- *Share **pre-reads, clear information and data**, to ensure participants come prepared*
- *The organizer is the **facilitator of the meeting**, keeping time, ensuring inclusive participation, and driving toward tangible outcomes*
- *In remote meetings, **camera must be on by default***
- *After the meeting, circulate **minutes** with decisions, owners, and deadlines, ensuring that the person responsible for drafting the minutes is informed from the start*



Remember: no meeting ends without action!

4. Flexibility with Accountability



We trust our people to manage their time. We also trust them to show up when it matters.

Each team is encouraged to define, its own **“Team Pulse Days”** in which the whole team meets in the office and shares moments for in-person collaboration, alignment, and bonding.

5. Wellbeing, Family and Digital Balance

At Atlante, wellbeing is not just physical or mental, it's also relational and digital. We believe that **a healthy work culture supports life beyond work**, and that technology should empower —not invade— our personal time.

Time for Yourself and Your Family

We respect and protect personal time.

- *Private calendar slots can be used to block time for family, rest, or personal needs*
- *Everyone should disconnect fully during evenings and weekends*

Support for Parents

We recognize the complexity of parenting while working.

- *Employees with children can apply for a temporary reduction of working hours, with proportional pay*
- *We offer access to educational resources, webinars, and expert-led sessions to support parenting and child development*



Technology with Boundaries

We promote a **balanced digital experience** and high-quality tools are provided to ensure that remote work is **effective, human, and non-intrusive**.

Remote work gives us balance. Presence gives us energy.

Let's meet where ideas spark and culture lives.