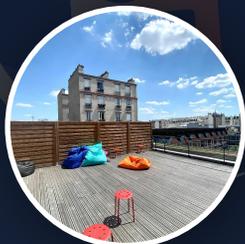


# What you probably want to know!

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.



# Introduction

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

- **Working environment:** culture, values, onboarding and welcome pack, training and development opportunities
- **Office life:** office life, festivities and seminars, sports and cultural activities
- **CSR policy:** social and 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!



# Summary

## 01 Working environment

- Culture & values
- Onboarding & Welcome Pack
- Training & development
- Partoo: an ambitious project
- Development perspectives

## 02 Corporate life

- Our offices
- Office life & festivities
- Sports & cultural activities

## 03 CSR policy

- Social & economic ambitions
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# Working Environment



## A. Culture & values

Historically, Partoo **was built around 6 founding values** which are both life 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.

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

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

**High standards:** 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.



**Curiosity**



**Fun**



**Empathy**



**Impact**



**Simplicity**



**High standards**

## 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 to answer as well 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 to.



You will also be given a Welcome pack with a set of customized items you can choose from (laptop case, flask, sweatshirt, etc.)

## C. Training & 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 both professionally and personally.



- **The Partoo Academy** on Friday afternoons to discover a new subject related or not to Partoo's activity, over a few beers in a relaxed atmosphere. The objective is to have employees, customers, partners (Waze, Google...) or other guests speak on various subjects (managing stress, photography, inspiring journeys, etc.). We've recently welcomed the founders of Lemlist, Welcome To The Jungle, PlayPlay and Efounders.
- **In-house training and learning opportunities**, with the support of our People Experience and Learning Managers
  - **BPM Program** (Be a Partoo Manager) to train our managers continuously throughout the year and a language program with both individual and group lessons to help our employees improve their French and professional English skills.
  - **"Live my life" project** organised every quarter to discover different roles within Partoo
  - **Specific trainings** via our tool 360Learning
  - Workshops for managers and specific dedicated days (**Key Holder Days**)
  - Thematic weeks/months: organisation of the well-being at work week, communication on Pride Month, etc
- Last but not least, the Partoo employees' development involves as well regular coaching by their manager and by a People Experience Manager in HH.RR.

## 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, advertising, booking module, payments, 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 the present time, 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 sector 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...). 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



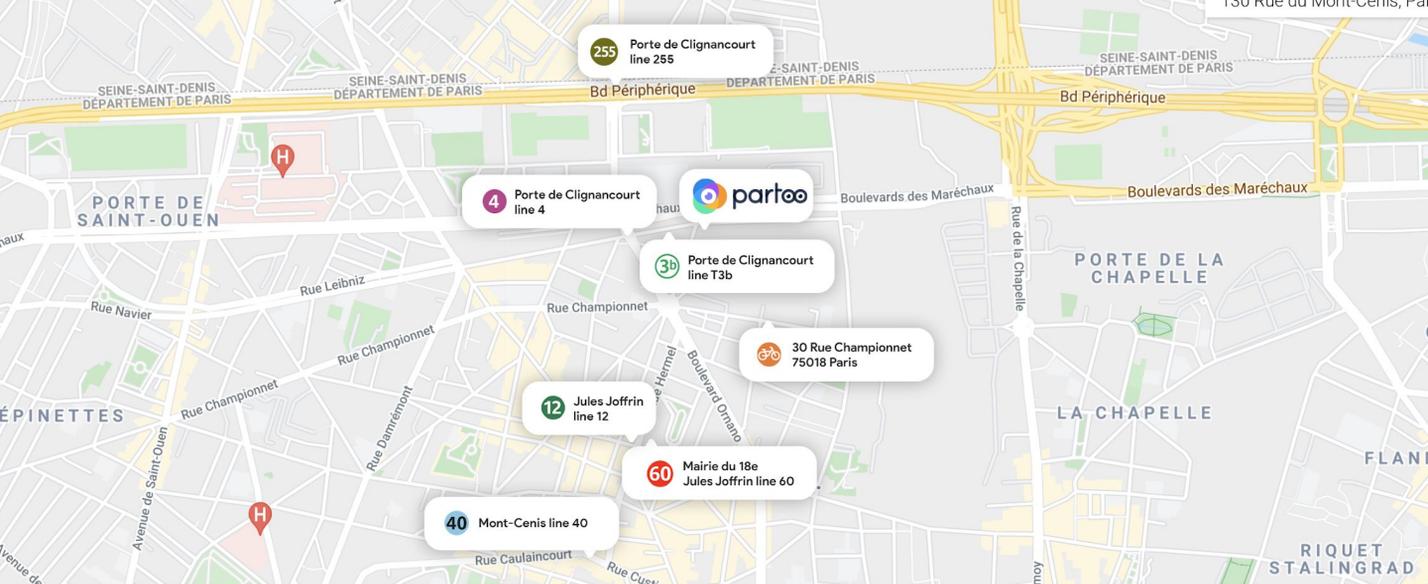
## A. Our offices

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 a 5-storey building located at **130 rue du Mont-Cenis in the 18th arrondissement of Paris, near the Jules Joffrin and Porte de Clignancourt metros.**

We have a 1,000m<sup>2</sup> office space with a terrace for our events, a lunch area and a break room. Each employee also has his or her own locker to facilitate flex-office, i.e. the absence of work spaces directly assigned to each person.

Our employees also have at their disposal a kitchen equipped with several fridges, coffee machines, microwaves and dishwashers. Finally, we offer an Ideel Garden meal dispenser - *see section on internal initiatives.*



You will be right **next to multiple means of transports:**

- Metro: Porte de Clignancourt line 4 or Jules Joffrin line 12
- Tram: Porte de Clignancourt line T3b
- Bus: Mont-Cenis line 40/ Porte de Clignancourt line 255/ Mairie du 18e - Jules Joffrin line 60
- Vélib' parking: 30 Rue Championnet, 75018 Paris
- We also have 3 shared spots in a secured parking lot for bikes, scooters and cars

In this area you can also find several good spots, especially:

### For sports:

- Football: Urban Soccer or Five
- Swimming pool: Amiraux
- Gym: Cercles de la Forme Ornano
- Climbing: Vertical'Art
- Boxing: Le cercle Boxing
- Yoga: YogainParis

### For afterworks:

- Le Rubis
- The CO
- The Kiez
- La Recyclerie

### For the gourmets:

- Le Gemüse: Berlin kebab
- Thu Thu : Vietnamese dishes
- La Traversée: European / French food
- The Little Morocco: Moroccan food
- AMORE da Francesca: Italian food
- Boulangerie du square
- La Timbale: brasserie



## B. Office life & 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:

- **Friday night drinks, soirées and 'Parteufts'**, frequently organised in our offices where our employees talk and hang out
- **Partoo Friday Meetings** to review the week's progress of each team and share company news
- **Our annual seminar**, which brings together all the French and international teams over a few days. The goal 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.)
- **Our quarterly events**: the last two were for example organised at the Mazette barge in Paris
- **The 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



Sports and cultural activities during the week have always been part of the company life at Partoo since the very beginning: by 2016, we used to play football against other start-ups on Thursdays.

Over time, other activities have been added, 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, such as:

- Football matches every Thursday
- Yoga practice twice a week (Tuesday/Thursday)
- HIIT training every Wednesday
- Climbing
- Volley
- Running
- Badminton
- Boxing
- Tennis
- Fitness

You will find everything you need to know about these activities in the slack channel Sportoo. Besides, at Partoo we benefit from free credits and discounts for the app Gymlib.

In addition to sports, there are also cultural initiatives, such as guitar lessons.

# 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 have an impact on the world that surrounds us. In particular, we want to tackle environmental and educational challenges. **In 2022, we've established our business vision: 'we care about making things right'. A defined goal we've set up for 2023 is to obtain the B-Corp certification. For this reason, we've hired the team 'Impact & Culture'.**

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

- **Les Cafés Joyeux:** restaurants that train and employ people with Down's syndrome or cognitive disorders such as autism.
- **Nous épicerie anti-gaspi:** grocery shops of the Phoenix group whose ambition is to reduce food waste by offering an alternative to producers to sell their 'devalued products'.
- **Murfy:** creation of 14 listings and activation of our products according to the business activity in big cities.

## B. Internal activities

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:** provides us with eco-friendly goodies, is member of 1% For the Planet and funds reforestation projects through Green Ethiopia
- **Ideel Garden:** in our offices you will find two refrigerators with plenty of different meals, all of which have been prepared with local and seasonal products. Their ecological impact is minimal, and their containers are not only green, but also 0 waste and re-used. Ideel Garden offers a range of organic products that come from regenerative agriculture, meaning that each meal reduces the carbon released into the atmosphere and aims at compensating climate change
- **Office supplies:** recycled paper, coffee/tea with CO, organic craft/local beer (Bapbap), etc.

**stripe**

**Ideel garden**

 **Panopli**

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

**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 (e.g: solidary hackathon TOM France)
- Access to Vendredi, a platform to find solidary initiatives
- 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, Ma petite planète or the fight against deforestation.

## C. Diversity & corporate culture

With a workforce that doubles every year, and more than 400 employees by July 2022, Partoo is helping to create jobs in the national territory.

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

- 29 nationalities
- 54% women and 46% men
- An average age of 29 years



First of all, on the international dimension, joining Partoo means joining a multi-cultural and multi-lingual start-up. In our office in Paris, it is not unusual to hear several languages spoken, like Italian, Spanish, or Portuguese. The go-to language is English, even if French can still be heard during several meetings.

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

On gender diversity, **the program Women@Partoo** was launched in 2021 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.**

We have a dedicated channel on Slack to share information and advice with parents and parents-to-be. And the cherry on top: we will give the babies a Partoo baby bodysuit!

**Several labels** recognised this work towards inclusion and its positive impact on the well-being of our employees in 2021:

- “Happy @ work” 2021 : N°1 in France on start-ups with 50 employees
- “Work anywhere”, companies with 50 - 499 employees
- “Agile @ work”, companies with over 50 employees



**ANYWORK  
ANYWHERE**

# 04 Additional benefits



## A. Advantages & benefits

Partoo offers a range of benefits outside your salary package (pay & bonus). 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:

- **BSPCE:** at Partoo, we are committed to involving our employees in the success of a common project. After a year of seniority, 35% of every employee's gross fixed salary is allocated in BSPCEs, according to a pre-established valuation that can be activated after an additional 3 years.
- **The insurance Alan:** the monthly fee of €52 is covered at 50% by Partoo. The remaining €26 is deducted from your payslip every month. For an additional €18 per month, you can decide to increase your health cover.
- **"Swile" meal ticket card:** for each day worked, your card will be credited with €7,50, of which 50% will be paid by Partoo. The remaining part is deducted every month from your payslip.

- **The transport pass:** 50% covered by Partoo
- **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.
- **Benefits platform:** you will have access to the HappyPal advantage platform with numerous discounts.
- **Co-optation bonus:** 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.
- **6 additional days off work**, or 0.5 RTT/month. These days can only be taken during the year in which they are earned.

You can manage your days off from the Lucca platform: your manager will be able to validate your requests directly.

## C. Remote working policy

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

- **Work remotely for up to 3 days per 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 remote working period. The employees concerned will be able to work remotely 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 all!

We hope you now have a better idea of what Partoo has to offer and that some of your questions will have been answered!

We're crossing our fingers hoping we'll be able to welcome you into our team! Good luck in your recruitment process 😁

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