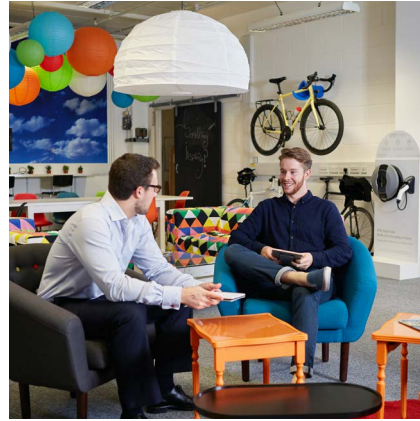
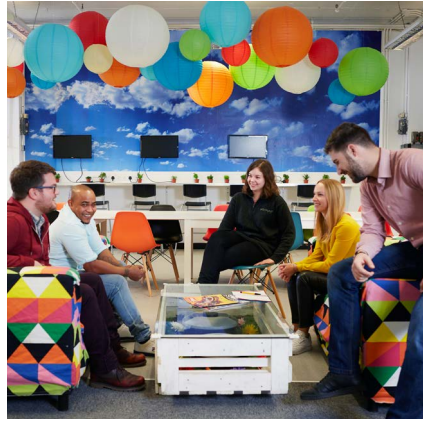




How to  
POD Point

pod POINT  
Charging your Electric Car





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# Introduction

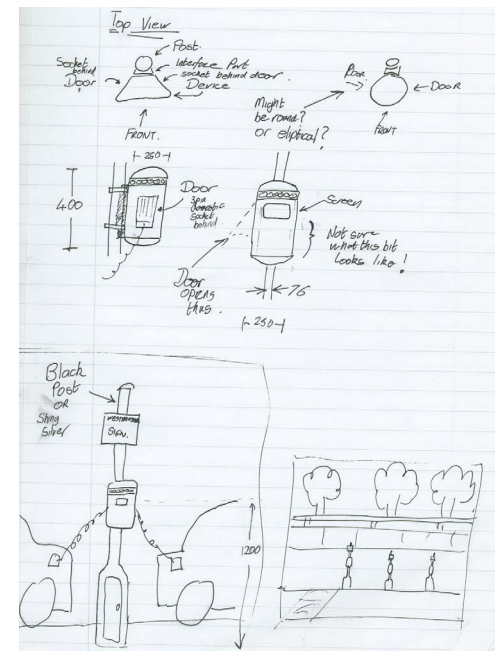
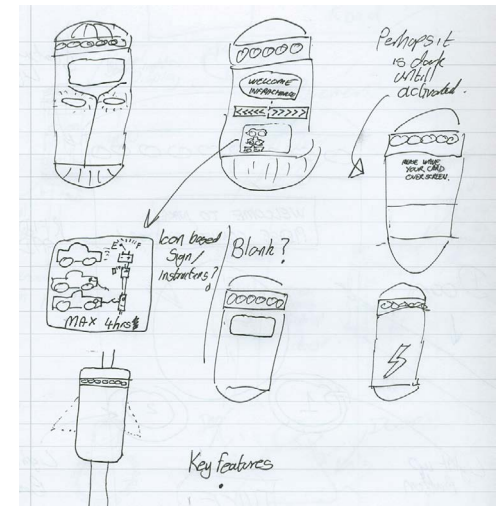
Hello. We're POD Point; as you may have heard countless times throughout the recruitment process – we're awesome. We're currently on a mission to revolutionise the EV charging industry; to get a POD point everywhere people park for an hour or more, and become the 'go to' guys for all things related to the EV industry. It is a big challenge, but we've got a fantastic team working away to help us achieve that, and like the EV industry, we're expanding rapidly and need to keep on adding to our fantastic team to keep up – welcome to POD Point!

## The History of POD Point

Picture the scene – it is 2009, POD Point doesn't exist, and Erik, our soon-to-be CEO extraordinaire, is on holiday in Sydney. It's a normal, sunny day Down Under, but then Erik decides he's going to take a shower; it's during that shower that he changes the course of history, has his 'Eureka!' moment and the idea for POD Point is born.

Erik explained the idea to his wife Mel, who basically said "that's nice dear – you do know that electric cars haven't been invented yet don't you..?" but undeterred, Erik grabbed his note pad and sketched out some initial designs; which even Erik admits were a bit poor, even considering they were done by a guy who probably still hadn't even dried his hair properly. But hey, the first draft of anything needs a bit of polish.....

Anyway, Erik got himself back on English soil and within 3 days, POD Point was a registered company and we were off (18th March 2009, stick it in your diary; we do like a good birthday party). The first POD Point unit was hand built by Erik and our original tech director Steve, then exhibited at the Low Carbon Vehicle Vehicle show, and was installed in a Tesco carpark shortly afterwards. The rest, as they say, is history!



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# POD Point Family Tree



Erik Fairbairn

CEO



Rob Walden

Operations Director



Gill Howard

Commercial Director



Rik Heywood

Director of Software  
Engineering



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# The POD Point 'Why'

In a nutshell, the entire purpose of POD Point can be summed up rather concisely in the answer to three simple questions:

## Why?

We believe travel shouldn't damage the earth.

## How?

We help people adopt clean transport in their everyday lives.

## What?

We're building a network of intelligent charge points so you can charge your electric vehicle wherever you stop for an hour or more.

Just keep that at the heart of everything you do and you'll be on the right path.

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# The POD Point Way

## POD Point People Values

The fact that you're reading this means that someone in the company has seen these qualities in you, but a quick reminder can't hurt...

### Passionate Creative

You have to love creating things, products, processes, teams, and solutions. You have to be passionate for your subject and electric vehicles. Passion isn't just about work – you've got to love what you do so much, you're doing it all the time, in work, and out.

### Inspiring Leader

You've got to be able to get people on board with your ideas, and make them happen. People want to follow you. Of course, you won't always be leading, sometimes you need to just get on board with someone else's project, and make it awesome.

### Curious

You'll need to be constantly interested in what's going on – How does that work? Why do we do it like that? Is there a better way to do this? How would Google do it? How would Apple do it? How would Nest, or Sonos do it?

### Commercial Mind

Everyone in POD Point has to have a commercial outlook – How does what I'm doing affect the customer? How about the company financially? How do I communicate it across the business, and make sure everyone is on-board?



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## POD Pointiness

As well as being incredibly skilled and talented in your chosen field, and fitting the four key values we look for, the other important reason you were hired is for your POD Pointiness. Now, POD Pointiness can't really be explained – think 'Billy Elliott and what he feels when he's dancing' – but it can almost be summed up into all the little quirks that make us all unique, but that fit together to make our satisfyingly obscure little POD Point family. We all have different talents, interests, likes and dislikes, passions and obsessions, and so all bring something a little bit different to the table. And that's just the way we like it.

## Management

We want, and expect, POD Pointers to think for themselves, so we're not big on micromanaging. We aim to provide you with lots of leadership and very little management. We are careful to hire amazing people and so our goal is to give you a little nudge in the right direction, so you really hit your peak, and watch you flourish. We don't have lots of rules and policies here by design. You are an adult, and awesome, and we trust you to carve your own path, set your own priorities, and ask for help when you need it.

## Ideas

We like good ideas at POD Point; in fact, we like them a lot, and so we don't want you to keep them a secret. If you have a good idea, the first thing you need to do is tell someone. It doesn't matter if you don't have all the minute details worked out, or any details for that matter - that can all be done later. There's no use spending hours and hours working something out before discussing it with someone else and managing to come up with a much better solution. It doesn't matter how farfetched it might sound at the beginning, tell someone; we promise we'll take it seriously.

## Mistakes

We like mistakes at POD Point. If you've made a mistake it usually means you've taken a risk and that's always a good thing. You learn from mistakes and then next time you know how not to do it. Our only rule is that you shouldn't make the same mistake twice.



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# Life in the POD Point Office

We're on a mission to put a POD Point everywhere you park for an hour or more. It is a massive challenge, and is going to take us a long time. We think the best way to achieve our goal is to have an amazing team of people all working together in the same place, constantly challenging each other, coming up with new ideas, bouncing them off each other, and moving towards our goal together. Central to that plan is our London HQ which is where we're all based.

## Office Hours

We generally like everyone in the office working together- we think that is how we do our best work, collaborating, talking, working on a few problems together. But of course we understand that life is a complex thing, and you'll need a bit of flexibility.

We're a practical bunch at POD Point - we know sometimes you'll need to stay home and wait for the boiler repair bod to come and fix your heating, and we get that sometimes you just need to work from home to get a bit of peace and quiet to get the job done.

Just act sensible, plan to spend the majority of your time in the office, and let your team know if you are going to be working away from the office. Similarly, some departments have specific requirements, for example support needs to be able to deal with customers during specific hours - that doesn't mean that everyone has to work those hours, but someone has to be manning the phones at all times!

## Communication

We're a chatty bunch here at POD Point and use a whole smorgasbord of communication tools: email, Slack, in-person meetings, the phone, food gatherings, chats over a beer on Fridays and our monthly all-in team meeting. Our office is open plan for a reason, and although an email might work sometimes, why not just pop over to their desk and tell them your idea. Or if you're still dead set on an email, why not email them and ask them to come and sit with you to thrash some ideas out. We learnt pretty early on that face to face is usually best, and hey, if your best ideas happen over Friday beers – that's ok!



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## Productivity

We're not silly, we know the key to productivity is coffee and biscuits – we've got you covered.

The coffee machine is well loved at POD Point so if you're struggling to master it, any of the team would be more than happy to show you the ropes.

We have an 'all you can eat' policy on biscuits and fruit and we promise not to judge you on which you eat most of. There is also the occasional delivery of ice cream and/or doughnuts but you have to think fast if you want in on either of them; the rest of us have exceptionally well honed senses and can spot a box of Krispy Kremes a mile off.

## Time Off

### Holiday

This is pretty simple; you have 20 days, use them however you see fit. You just need to book your days on Fabmin first, make sure your manager has given it the OK, and that you're not leaving your team with an impossible task without you. Oh, and try not to make the rest of the team too jealous with the plans for your exciting getaway.

### Sick Leave

This one is also pretty simple; if you are really ill then of course we want you to stay at home, rest, and ideally not make everyone else ill too. You just need to make sure you have let your manager and the rest of the team know so they can make allowances for your absence in the office. We much prefer having people in the office though, so if you've just got a bit of a headache or the sniffles, then making the journey in is very much appreciated by the rest of us.

## Dress Code

There isn't one at POD Point - we just ask for a bit of common sense - dress in a way which is appropriate for what you are doing that day - If you are off to a client meeting where you need to look the part, dress in line with what that client would expect - make a good impression, but don't feel you need to wear a uniform!

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# Life in the POD Point Office

## OKRs

We understand that you might feel like you have 101 things you should be doing and one way we have attempted to streamline this is with the introduction of OKRs. OKRs are quite simply the things you are trying to achieve. There are company OKRs, team OKRs and individual OKRs and everything you do at work should be contributing to one of them.

We know some of them are a bit ambitious but they're like that on purpose. You know what they say, 'shoot for the moon and even if you miss you'll be among the stars'. You could even get that printed on a mug if you fancy.

Once you have yours set up on Betterworks, all you need to do is get going with them and update them on the system whenever you make some progress. You can even send 'cheers' to the rest of the team, and let's face it, everyone enjoys a little cheer every now and again.

## Regular 1:1s

The open communication here at POD Point means it is entirely up to you and your line manager to work out exactly how often you want to meet – these 1:1s are an opportunity for an open conversation to discuss your progress, any issues, ideas, questions – you name it, and they'll discuss it with you.

## #win Channel

There are lots of channels on Slack but the coolest one is probably the #win channel. If you want to hear about all the achievements across the whole company, you only need to have a quick peek on this. It's not just big sales, anything you do that you're pretty damn proud of can go on here, and chances are someone else will send you a congratulatory gif, or at the very least a thumbs up emoji.









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# The Cool Stuff

## The POD Point Academy

Remember that bit about POD Pointers being curious? Well, in order to fuel that curiosity we have set up a monthly POD Point Academy where one of your fellow POD Pointers will essentially stand up and talk about their specialist Mastermind subject. Ever wondered what on earth a static inverter is? Or the differences between Node.JS and PHP? Then the POD Point Academy is your friend. Perhaps we'll even inspire you to get up and share your wisdom with the rest of the team.

## Breakfast

The most important meal of the day: that's what your mum always used to say, right? Well, she was right, it is the most important meal. It gets you fuelled up and ready to face all the challenges a day decarbonising transport throws at you.

On a Wednesday we like to celebrate hitting the middle of the week with a big, POD Point family breakfast. When you arrive on a wednesday morning, there is guaranteed to be a veritable feast laid out before you - croissants, muffins, pain au chocolats, fancy breads, there's even bacon occasionally. But be warned, the good stuff gets snapped up sharpish so we recommend getting yourself in the office ever so slightly earlier on a Wednesday.

## Electric Fleet

As you may have already guessed, we're a big fan of electric cars (I know; shock, horror) and have our very own fleet assembled at PPHQ. These are available for anyone to use (providing you have a driving licence and are over 25) for things like getting to meetings, carrying out site surveys, and the really important stuff like picking up biscuits. Just make sure you've booked it out in advance, put it back on charge when you're done, and if you crash it then you owe everyone ice-cream.



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## POD Point Pump

We've all heard the rumours that a bit of exercise is not only good for you physically, but also improves your brain power and concentration and creativity and all those other wonderful things, and regardless, it can't hurt to raise your heart rate a few times a week. So to encourage this we have a corporate discount rate set up with the guys over at GymBox (who do some really cool classes), a POD Point football team (who actually won their last league), and a running club (who will run that lunchtime 5k come rain or shine), so there really is something for everyone. Plus we're always open to suggestion, so fancy an office table tennis league or a game of croquet? We'll do our best to make it happen.

## Leaders-are-readers

Leaders-are-readers is an exciting initiative launched at the beginning of 2016 where essentially, you are paid to read. Yep, you read that right – read one of the books from the ever-expanding PP library, give us a quick one-page review and you've earned yourself £50. Simple as that. And there's no limit on learning, so there's no limit on earning!

## Friday Beers

5pm on Friday is beer O'clock. Enough said.

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# The Boring Stuff

## Expenses

We understand that in order for you to do your job properly, every now and again you're going to need to spend a bit of money, and we're OK with that. All we ask is that you spend it as if it were your own money and try and get the best possible deal every time. None of us do extravagant, not even Erik, and being economical means we can reduce our costs and continue to grow and be awesome.

If you do spend some money – make sure you keep the receipt. Then all you need to do is fill out an expense form, get it signed off by your manager, then submit your approved form and any receipts to our lovely finance department by the 5th, and they will then put the money in your account on the 15th. Simple.

## Health and Safety

We like to think that here at POD Point we provide you with a safe, not-at-all dangerous, environment in which to work your POD Pointy magic, but in the unlikely event that you do sustain some sort of injury – tell Ian. He is first aid trained and will, hopefully, come to the rescue.

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## Summary

So that's us in a nutshell. We like to pride ourselves on the flat structure and open communication in the office, so have a good idea? Tell someone. Think something might work better a different way? Ping Erik a message on Slack. Got a question? Discuss it over beers on a Friday. Things are always changing and improving and it's making all of us a better, stronger team, after all, that's how we keep things truly POD Pointy!









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