



Code of Conduct

We commit to provide equal opportunities to contribute to our projects and grow within the company to anyone regardless of race, gender, creed, age, sexuality, family status, disability, or nationality. Any kind of hatespeech, harassment, or discrimination will not be tolerated. We consider it crucial to foster and uphold these values even as the company grows. Similarly, we strive not to perpetuate any biases or stereotypes in our creative work.

In order to ensure a healthy work-life balance for each worker, the work hours are not to exceed 40 hours per week (excluding lunch breaks) with the exception of rare occasions (e.g. release of the game). These rare occasions will not exceed 30 extra hours per person per year in total and will be compensated. Outside of work hours (generally workdays between 8am to 6pm), studio personnel are not expected to respond to or read work-related communication.

Beyond regular meetings to discuss the company operations, we also hold regular one-on-one meetings between the studio lead and each employee at least every six months. During these meetings the future of their work in the studio and any issues regarding the company's inner workings are discussed. At least once per year, the studio organizes a team-building retreat for all regular studio personnel.

We aim to maintain an absence of any pay gap between personnel in the same positions with similar responsibilities and qualifications. For example, all programmers on the same project doing comparable work have the same hourly rates. In case that the personnel have executive responsibilities or leading positions in a significant studio project, they are entitled to up to 40 % raise to the regular salary. At the same time, interns are paid up to 40 % less than the regular employees in their position until they work at least 300 hours for the company. The hourly rates /wages of all studio members are accessible to all executives and to the Code of Conduct officer as described in the following paragraph.

There are two people responsible to uphold the conditions in this Code of Conduct, the studio lead and the Code of Conduct officer. The Code of Conduct officer is newly elected each November from a non-executive position by a majority vote of all regular studio personnel (as listed on the website charlesgames.net). The studio lead and / or The Code of Conduct officer should be contacted for assistance and support in case of code of conduct violation. They are to ensure that all the steps necessary for resolving the issue are taken as soon as possible.





The specific steps include

- The studio lead or the code of conduct officer will hear all the involved parties and discuss the violation of the code of conduct. The approach or behavior deemed acceptable by the company in these or similar situations, will be clarified in detail. Everyone will also be required to act accordingly in these and similar situations from then on.
- If needed, they ensure the conditions for a mediation session focused on the particular issue. The session will take place as soon as possible and include everyone involved in the conflict situation.
- If violations continue without change, steps will be taken to terminate the cooperation with the offender.

These steps might evolve based on our experience and needs in the future.

The original of this document is signed by all of us and physically accessible in our offices.

