BRIGHTLINE · TEAM HANDBOOK

How we work

The short version. Updated January 2027.

OUR WEEK

- Office days are Tuesday and Thursday, at the Leeds office on Wellington Street.
- Monday 9:30: team plan, 20 minutes. Friday 4pm: demos, everyone welcome.
- Core hours 10:00 to 16:00. Outside those, work when suits you.

TALKING TO EACH OTHER

- Slack for quick questions. Notion for anything that needs to last.
- No meetings without an agenda. Most decisions happen in writing.
- If you're stuck for more than an hour, ask. Nobody minds.

HOLIDAYS AND TIME OFF

- 28 days plus bank holidays, and your birthday off.
- Book in Charlie HR. Tell your team lead before you book flights.

EXPENSES

Photograph the receipt in the Pleo app within a week. Train travel is standard class unless the journey is over three hours.

Fictional example for the Packs demo. All people and companies are made up.