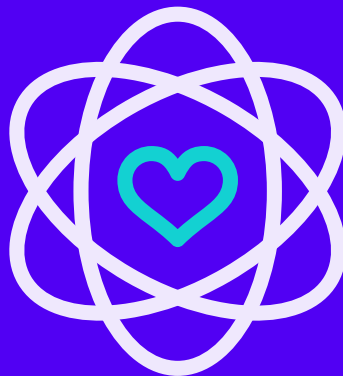


Working Agreement

“

By engaging with Studdia's digital education platform, you agree to wholeheartedly embrace and uphold these values and the behaviors associated with them. We reserve the right to terminate services to individuals or entities not in alignment with Studdia's Working Agreement.

”



studdia^{LIVE}
www.studdia.live

Working Agreement

A Working Agreement is a set of guiding principles and shared expectations that define how we collaborate and work together as a team or community.

It serves as a foundational document that outlines our commitments, values, and behaviors, providing a clear framework for interactions and decision-making.

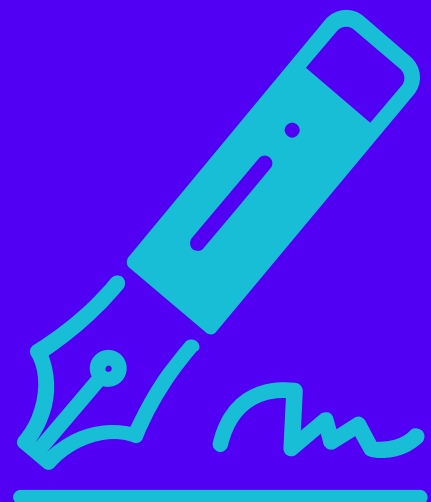
In the context of Studdia Live, our Working Agreement represents our collective commitment to excellence in what we do. It encapsulates the core values that guide our actions and interactions, emphasizing qualities such as **courage, respect, commitment, transparency, and focus**. This agreement is not only a reflection of our organizational culture but also a promise to our learners and stakeholders that we are dedicated to providing the highest standards of service, integrity, and professionalism.

As you engage with our educational community and services, we encourage you to refer to and embrace our Working Agreement, as it underpins our shared vision of fostering a supportive, inclusive, and excellence-driven learning environment.

At Studdia, our commitment to excellence in digital education is further strengthened by our adoption of Agile principles and SCRUM methodology. These innovative approaches align seamlessly with the values outlined in our Working Agreement. By embracing Agile and SCRUM, we ensure that our operations are agile, responsive, and constantly evolving to meet the dynamic needs of our learners.

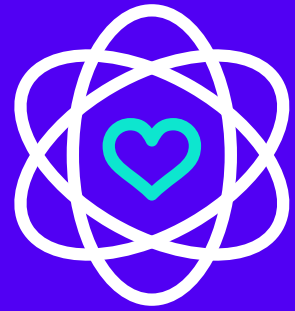
These methodologies reinforce our dedication to 5 core values, enabling us to deliver exceptional educational experiences and maintain a culture of continuous improvement.

For the purposes of this document, 'Studdia Live OÜ' shall henceforth be referred to as 'Studdia'.



Working Agreement

At Studdia, our commitment to excellence in education is rooted in five core values that shape our behavior and set our expectations. These values serve as the foundation for our Working Agreement.



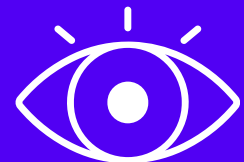
Courage: Embracing Innovation for Learner Success



Respect: Fostering a Safe Learning Community



Transparency: Building Trust through Open Communication



Focus: Prioritizing Your Learning Journey



Commitment: Ensuring Success through Dedicated Service



Courage: Embracing Innovation for Learner Success



We have the courage to innovate and take calculated risks to continuously improve our services. This means:

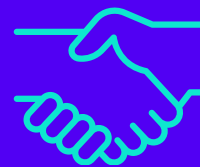
- Embracing **new teaching methodologies** and technologies to enhance learning.
- Encouraging **open and honest communication** between educators and learners.
- **Prioritizing Learner Success:** Our approach extends to prioritizing your success above all else, ensuring that we provide the necessary resources and support for your learning journey.
- **Ensuring Safety and Protection:** We commit to ensuring the health and safety of all participants in our digital education programs, complying with relevant laws and regulations to create a secure online learning environment.

Integrity is the cornerstone of our online education platform. We pledge to maintain the highest ethical standards in all our digital endeavors.

- **Conflict of Interest:** We avoid situations where personal interests may conflict with the best interests of our learners.
- **Serving Learner Interests:** Our integrity extends to serving your interests, always acting in ways that contribute to your educational goals.



Respect: Fostering a Safe Community



Respect is at the heart of every interaction at Studdia. We treat every individual with respect and dignity, valuing diversity and the richness it brings to our community. This means:

- **Embracing Diversity:** We celebrate differences in perspectives, backgrounds, and cultures, fostering an inclusive environment where everyone feels welcome.
- **Respectful Communication:** We engage with learners and educators respectfully, valuing their unique perspectives.
- **Active Listening:** We actively listen to our clients' needs and concerns, striving for empathy and understanding in every interaction.
- **Creating Inclusive Spaces:** Our respect extends to creating and maintaining inclusive spaces where all learners, regardless of their background, can thrive.
- **Ensuring Safeguarding:** We are dedicated to providing a safe and secure online learning environment for all, actively safeguarding children, young people, vulnerable adults, and all participants from harm and exploitation.
- **Working Collaboratively:** We promote collaboration and teamwork among learners, educators, and stakeholders, fostering a sense of unity and collective achievement.



Working Agreement

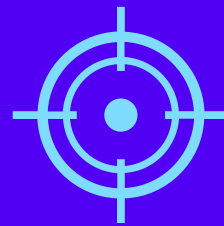
Transparency: Building Trust through Open Communication



Transparency builds trust. We believe in providing clear and honest information about our services, pricing, and progress. This means:

- **Clear Communication:** We communicate openly and honestly with our clients, ensuring they have all the information they need to make informed decisions.
- **Feedback Sharing:** We openly share progress and client feedback, demonstrating our commitment to continuous improvement.
- **Financial Transparency:** Transparent financial practices are upheld in our digital transactions.
- **Service Clarity:** Learners have access to clear and honest information about our services, courses, and educational materials.

Focus: Prioritizing Your Learning Journey



Focus is the compass that keeps us on track toward our mission of helping learners succeed. This means:

- **Task Prioritization:** We prioritize tasks and activities that directly contribute to our clients' learning outcomes, ensuring efficient use of time and resources.
- **Distraction Avoidance:** We stay vigilant against distractions that could hinder our progress, maintaining our dedication to achieving your educational goals.
- **Prioritizing Learning Outcomes:** We concentrate our efforts on helping learners achieve their educational goals and desired outcomes.
- **Adherence to Data Protection:** Focus extends to safeguarding learner data, ensuring its privacy, security, and responsible use.
- **Maintaining Reputation:** We focus on actions and behaviors that enhance Studdia's reputation as a trusted provider of education services.

Commitment: Ensuring Success through Dedicated Service



We are committed to mutual success and the pursuit of excellence. This means:

- **Meeting deadlines** and delivering on promises.
- **Continuous Support:** Our commitment extends to providing continuous support throughout your educational journey, addressing your evolving needs.
- **Responsible Financial Management:** We commit to managing our financial resources responsibly, ensuring transparency, accuracy, and compliance with all relevant financial regulations.
- **Adherence to Laws and Regulations:** We comply with Estonian and EU laws, regulations, and international standards governing online education.
- **Ethical Conduct:** Our commitment extends to ethical conduct in all aspects, ensuring that we act in accordance with the highest standards of professionalism.
- **Property and Asset Stewardship:** We value and protect the assets and resources of Studdia, ensuring their responsible and secure use for the benefit of our educational mission.
- **Commitment to Sustainability:** At Studdia, we are committed to sustainability and environmental responsibility. We strive to contribute to a more sustainable future through our actions and decisions.



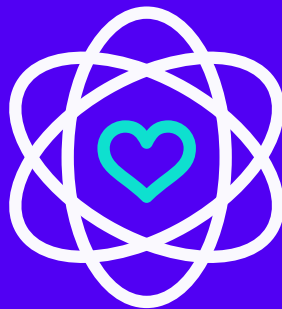
Investigating Breaches of Our Working Agreement



By engaging with Studdia's digital education platform, you agree to wholeheartedly embrace and uphold these values and the behaviors associated with them. We reserve the right to terminate services to individuals or entities not in alignment with Studdia's Working Agreement.

We sincerely hope that you recognize the significance of our Working Agreement, not only to Studdia but to all stakeholders involved. We kindly request that you acquaint yourself with this document, refer to it, and adhere to it diligently. As expected, any breaches of this Agreement will be thoroughly investigated, and appropriate actions will be taken. For employees, this may involve disciplinary measures.

We genuinely appreciate your commitment to upholding Studdia's values and standards, and we thank you for taking the time to read and understand this Agreement.



Working Agreement

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Studdia Live OÜ is a registered company in Estonia, dedicated to providing high-quality education services.
Registration number: 16948801

We are proud to be part of Estonia's digital nation and we strive to contribute positively to the educational needs of our global community. If you have any questions or require further information about our operations, please feel free to reach out to us. www.studdia.live