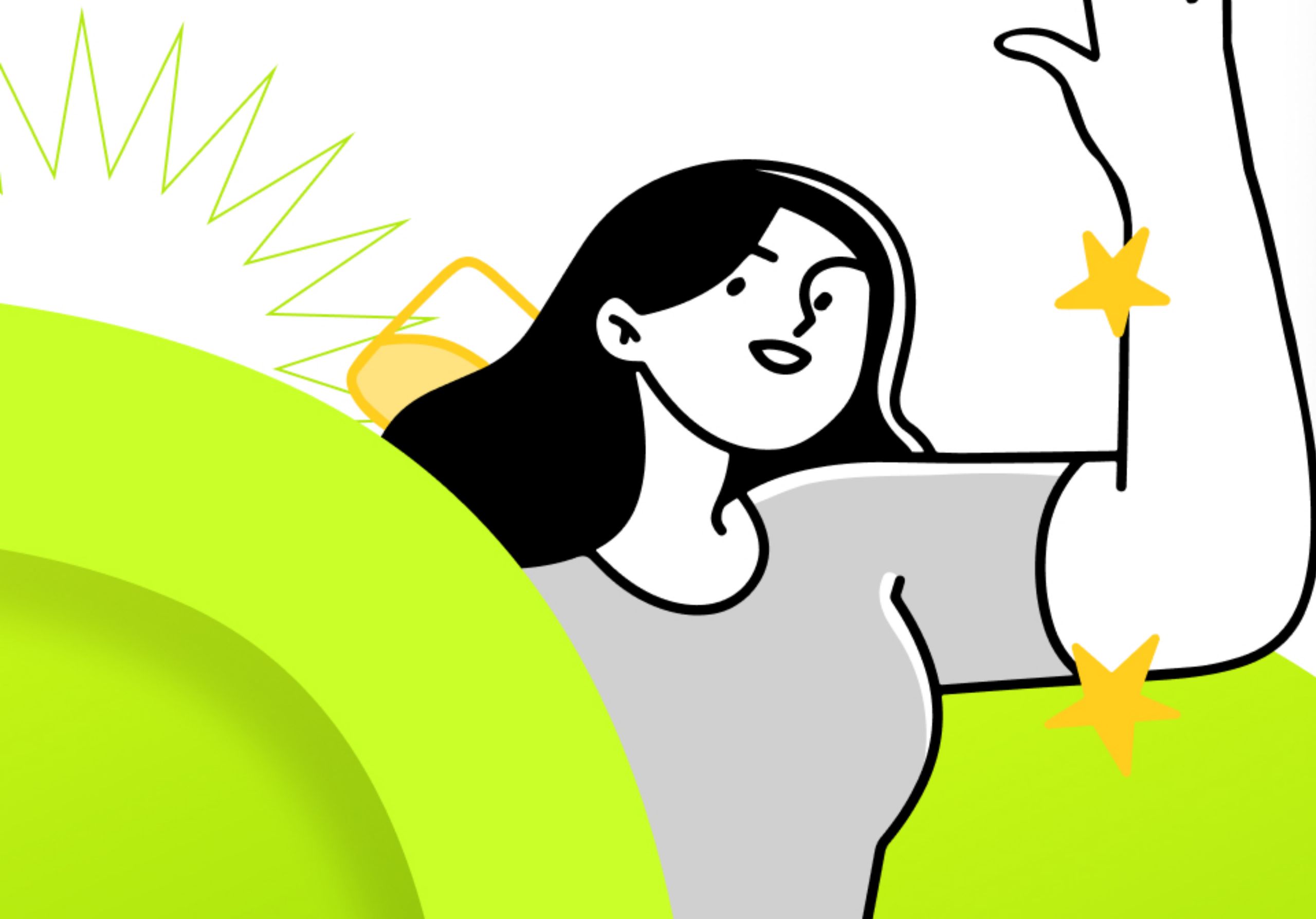




# Welcome book

# onfin



**Hi there, colleague**  
**Welcome to the OnFin**  
**team!**

In this welcome book, you'll find information to help you settle into your role and become a productive part of the team quickly.



**Let's get started?**

# Table of Contents

About OnFin .....	4	HR Information .....	14
Company Structure .....	5	Paid Holiday .....	14
Corporate Culture .....	7	Excused day .....	15
How We Work .....	8	If You Feel Unwell... ..	16
Work Tools .....	9	Payments for the Services .....	17
Getting Started at OnFin .....	10	Short Guide to Creating a Crypto Wallet .....	18
Meeting Culture .....	12	Referral Programme .....	21
		Contacts & Useful Links .....	23

## About OnFin

# Company History

**OnFin was founded in 2015 by a group of like-minded professionals**

# 2015



### International Presence

Our products are used by clients across multiple regions, helping provide reliable and fast access to financial markets.



### License

We hold an international brokerage licence and continue expanding our presence across Latin America, Africa, and Asia.

# Company Structure

**Our team is built to stay efficient and flexible, allowing decisions to be made quickly. Everyone takes ownership of their work and contributes to the company's overall results.**

## Teams at OnFin



### **Database & Business Intelligence**

Turning numbers into insights and helping the company make smarter, data-driven decisions.



### **Global Sales**

Focused on growing our presence across different regions, building partnerships, and maintaining strong long-term relationships with clients and partners.



### **Product Development**

Behind the development and improvement of our products, with a focus on making the client experience smoother, simpler, and more effective.



### **Information Technology**

The technical backbone of OnFin – from infrastructure and platform stability to mobile optimisation and performance improvements.



### **Marketing**

Behind the OnFin brand are ideas, campaigns, and creative projects designed to help the company grow and stay visible across different markets.



### **People Operations**

Focused on supporting people across the company and helping internal processes stay clear, organised, and efficient.



### **Trading & Antifraud**

Monitoring trading activity, identifying suspicious behaviour, and helping minimise fraud-related risks across the platform.



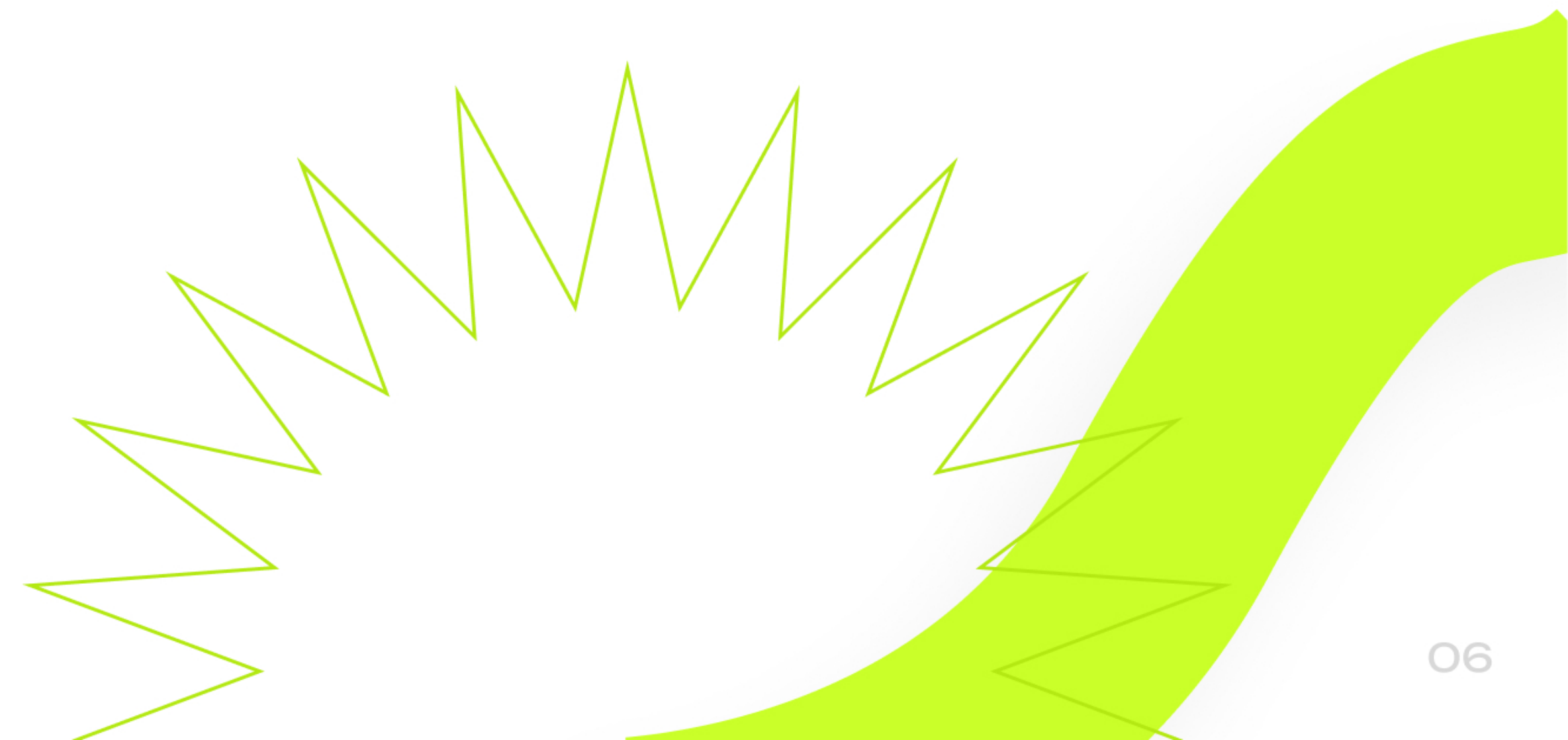
### **Customer Support and Finance, Legal & Compliance**

These functions help keep daily operations organised – supporting clients, reviewing processes, and making sure everything works efficiently behind the scenes.



### **Payments**

The team responsible for payment processes and making sure transactions are handled quickly and accurately.



# Corporate Culture

**The main driving force behind OnFin is a team of professionals who are open to new ideas, take initiative, and learn from each other every day.**



We value individuality and openness. Communication at OnFin is direct and informal – that helps us work faster and more effectively.



We work in a genuinely collaborative environment. Our team is relatively small, which allows us to make decisions quickly and stay flexible.



You can always reach out to colleagues with ideas, questions, or suggestions, regardless of role or department.



We believe no question is a bad question. Asking for help is completely normal, and we encourage open communication across the team.



We focus more on results and collaboration than on formal hierarchy.



We communicate openly and clearly. If something is unclear – ask questions. It's always better to clarify than to make assumptions.



# How We Work



## Flexible Schedule

At OnFin, we focus on results rather than strict working hours. This gives team members flexibility in organising their schedule while staying aligned with team responsibilities and deadlines.

**As an internal team guideline, we aim to respond to messages within around 30 minutes whenever possible, unless we are in meetings, away from the desk, or focused on urgent tasks.**

Good communication helps the team move faster and work more effectively together.



## Stay Responsive

As we work remotely across different locations and time zones, staying connected during your working hours is very important.

**As OnFin operates in the Forex industry, some workflows and schedules may follow the Forex market calendar rather than local public holidays in each country.**


If you are unsure about public holidays or team availability in your region, please check with your manager or the People Operations team in advance.

# Work Tools

Google Workspace

We use Google Workspace for our daily work: Google Docs for documents, Google Meet for calls, Google Calendar for meetings, and other tools for collaboration and communication.

*\* Please keep your calendar up to date so others can easily schedule meetings without affecting your plans.*

 **If you have not yet received your Google Workspace and/or ASANA login details, please contact the People Operations team.**

Asana

We use Asana as our main task management tool for daily work and team collaboration.

There you can track your tasks, follow priorities and deadlines, communicate within projects, and stay updated on ongoing work across the team.



**If you need help with any work-related setup or access, feel free to reach out to People Operations — we'll be happy to help.**



# Getting Started at OnFin

As you get started at OnFin, you'll gradually become familiar with the company, internal processes, and your day-to-day responsibilities.

If you have any questions along the way, feel free to reach out to the People Operations team - we'll be happy to help.



## Welcome Call with HR

Before starting your work, you'll have an introductory call with a People Operations representative to go through the onboarding process and discuss the main organisational details.

## First Meeting with Your Manager

After joining the team, you'll have your first meeting with your manager to discuss your responsibilities, priorities, and expectations for the onboarding period.

## Follow-up Meeting with Your Manager

As you settle into your role, you'll have another meeting with your manager to discuss your progress, ask questions, and review how the initial collaboration period is going.

# Feedback Culture

Open and honest communication is an important part of teamwork at OnFin.

That's why we regularly hold meetings where you can discuss any challenges, share feedback, talk about your development, and suggest ideas or improvements.



## People Operations

From time to time, the People Operations team may schedule one-to-one meetings with you to check in and hear about your experience at OnFin.

## Take Initiative

Feel free to reach out whenever you would like to discuss something, ask questions, or share ideas.

You are always welcome to arrange a meeting with your manager or the People Operations team whenever needed.

## Manager

Your manager will also regularly check in with you and support you during your onboarding and day-to-day work.

# Meeting Culture

## Meetings are an important part of our work.

We all work from different parts of the world and hold our meetings online. That's why we'd like to share a few simple recommendations to help make meetings as productive as possible.



1

**Define the purpose of the meeting and who needs to attend.**

2



**Choose a convenient time for everyone:** check the participants' calendars and select a suitable slot.

*Try to avoid overlaps with other meetings, back-to-back meetings, and meetings longer than one hour.*

3



**Prepare the materials.** Attach the agenda and any necessary materials to the invitation so that participants can prepare in advance.

## To help meetings stay productive and comfortable for everyone, here are a few simple recommendations:

### ➤ Be Prepared

If you are organising the meeting, prepare the agenda and attach any necessary materials in advance.  
If you are invited to the meeting, please review the agenda beforehand.

### ➤ Be Mindful

Think about the purpose and timing of the meeting in advance, and make sure the selected time works for everyone involved.

### ➤ Keep It Friendly

A few minutes of casual conversation at the beginning of a meeting can help create a more relaxed and comfortable atmosphere.

### ➤ Join on Time

Please try to join meetings on time. If you are running late, let the organiser know in advance whenever possible.

### ➤ Stay Focused and Capture Agreements

For larger meetings, it can be helpful to have someone guiding the discussion and keeping track of key takeaways, agreements, and next steps.

### ➤ Keep Your Calendar Updated

Your colleagues use your calendar when scheduling meetings, so please keep it updated to help avoid overlaps and scheduling conflicts.

# HR Information

## Time Off Policy

### Paid Holiday



**How do I request holiday?**

**Simply agree** your holiday dates with your manager and send a screenshot of the approval together with the holiday dates to the People Operations team.

**How many paid holiday days do I have?**

**20 working days per year.**

Each month, 1.67 holiday days are added to your reserve, so we recommend taking this reserve into account when planning your holidays.

Please note that holiday days are not carried over between years.

That's why we strongly recommend planning your holidays in advance, taking proper breaks, and allowing yourself time to recharge.

**When can I take paid holiday?**

You can start using your paid holiday days after **six months** with the company.

# Excused Day

## What is it?

**If something important happens in your life, you have Excused Days – paid days off.**

You can use an excused day **after 6 months with the company**. If you need one earlier, please discuss it with your manager.

## How many are there?

**3 days per year.**

For example, a birthday, wedding day, divorce day, a major national holiday, or the loss of a close relative.

## How can I use one?

Agree the Excused Day with your manager, send confirmation to the People Operations team and, within 2 weeks after the day off, provide a document confirming the event.

Based on this, the day will be paid.

# If You Feel Unwell...



We really hope you don't get sick, but if it happens – the company provides **10 paid sick leave days per year.**



If you feel unwell, first inform your manager and share the status of your current tasks.



If you need to take sick leave, call or visit a doctor to obtain a medical certificate – it is required to arrange sick leave.



Send the medical certificate to your manager and People Operations team in electronic format and focus on getting better soon!

 More detailed information about holidays and other types of leave can be found in the [“Leave and Absence”](#) section.



If you have any questions, feel free to contact the People Operations team (yes, we know you already know this, but we decided to remind you one more time 😊).

# Payments for the Services

## Once a Month

Payments are made once a month, between the 1st and 5th day of each month.

We recommend planning your personal budget with this schedule in mind.

## USDT

OnFin team members are usually paid in USDT\*.

*\*USDT is one of the most popular stablecoins in the world. Its value is linked to the US dollar at a 1:1 rate. In practice, this means you will be receiving payments equivalent to US dollars.*

## Tron (TRC20)

To receive payments, you will need a crypto wallet. The specific wallet does not matter, as long as it supports USDT on the Tron (TRC20) network.

**We have also prepared a short guide on how to create a wallet if you do not have one yet.**

**We transfer funds on the TRON network (TRC20) in USDT.**

**USDT**  
currency

**TRON (TRC20)**  
network



# Crypto Wallet

## Non-Custodial

- In a non-custodial wallet, only the wallet owner has access to the funds and recovery details.

**Examples:** Trust Wallet, MetaMask.

- **Important:**

Never share your recovery phrase or secret phrase with anyone under any circumstances.

If the recovery phrase is lost, access to the wallet cannot be restored.

Which Crypto Wallet Do You Need?



## Custodial

- Custodial wallets are provided by specialised platforms and exchanges.

- **Examples:** Binance, ByBit, BingX.

In this case, some wallet management and recovery options may be handled by the service provider.

- One advantage of this type of wallet is that fees for converting funds into fiat currency may be lower compared to non-custodial wallets.

## Choosing a Wallet

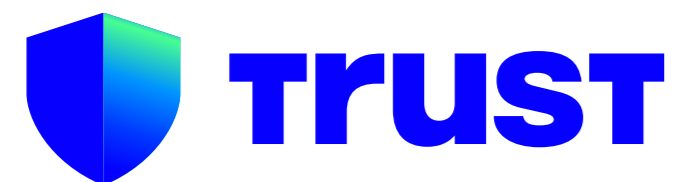
Both custodial and non-custodial wallets have their own advantages and limitations.

Before creating a wallet, we recommend reading additional information and choosing the option that best matches your personal preferences and needs.

Please make sure to use only official websites and applications when creating a wallet.

# Option 1

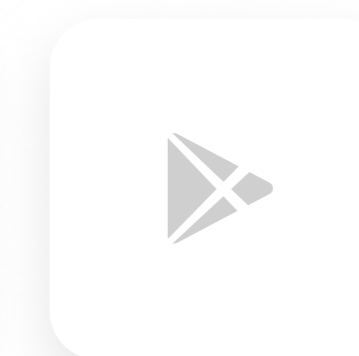
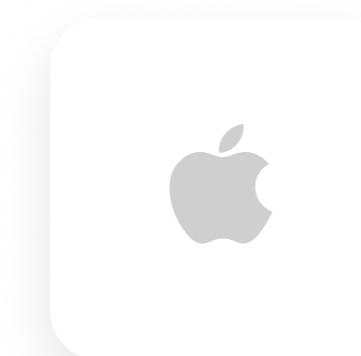
## Example of a **Non-Custodial** Wallet



In this example, we will briefly show how a non-custodial wallet can be created using Trust Wallet as an example.

Trust Wallet is one of many available wallet providers that support USDT on the Tron (TRC20) network.

**The wallet can be created through the mobile application.**



**A web version is also available.**

# Option 2

## Example of Custodial Wallet

1



2

**Custodial wallets are usually provided by specialised platforms and exchanges such as Binance, ByBit, Crypto.com, and others.**

Different providers may offer different features, verification requirements, and regional availability.

Before creating an account, we recommend reviewing the provider's reputation, user reviews, and requirements carefully.

### KYC Verification

Most custodial wallets require KYC verification.

Depending on the provider, verification may require identity and residency documents and can take different amounts of time.

### Important

After creating your wallet, please send the wallet address and QR code to the People Operations team so we can use it for future payments.



# Referral Programme

**By referring friends, former colleagues, or people from your network, you are not only helping someone find a new opportunity, but also helping us build an even stronger team.**



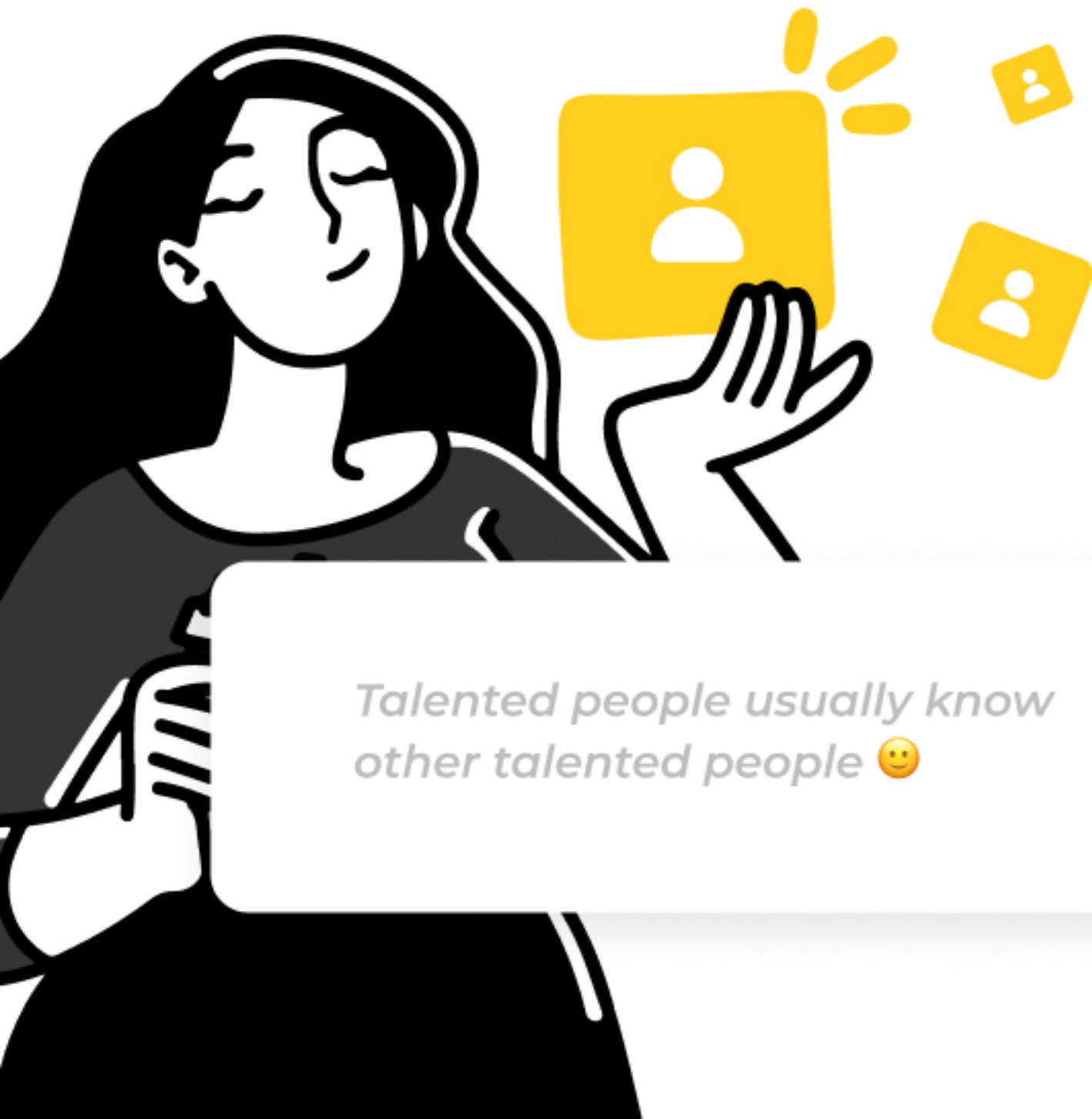
**We believe talented people tend to know other talented people – that's why we'd love for you to take part in our referral programme.**

## → Referral Programme

# 1

### Know Someone Great?

If you know someone who would be a great fit for one of our open vacancies, feel free to send their CV to the People Operations team.



*Talented people usually know other talented people 😊*

# 2

### Get Rewarded ✨

If your candidate successfully passes the selection process and completes the initial cooperation period, you will receive a referral bonus.

#### 3 months

The bonus is paid after the successful completion of the initial cooperation period – usually 3 months after the new team member joins the company.

#### 150 USD

Successful referral? Enjoy your 150 USD bonus 😊

# 3

### Refer More Than Once

You can take part in the referral programme as many times as you like, so feel free to recommend more than one candidate.

The only condition is that referral bonuses cannot be received by team members directly involved in the candidate selection process, to keep the process fair for everyone.

### Full Referral Programme Terms

**If someone from your network would be a great fit for OnFin, we'd love to hear from you.**

# Contacts and useful links



## Contacts & Useful Links



**Daria**

Head of People Operations



**People Operations Team**

[people\\_operations@onfin.io](mailto:people_operations@onfin.io)

[careers@onfin.io](mailto:careers@onfin.io)



**OnFin Talk**

Join the team channel to stay updated  
on company news and announcements.

We wish you a great first day  
and an amazing journey with  
OnFin 😊