

A photograph of a modern reception area with a curved white desk, a wood-slatted wall, and recessed ceiling lights. The desk has the 'district STUDIOS' logo embossed on it. On the desk are a small white bowl and a white octagonal object. A person is blurred in the background.

district
STUDIOS

Employee Handbook

A Note From our Owner

Welcome to the District Studios family!

As a fellow solo practitioner and esthetician, I noticed a void in the market. Despite being in an industry with thousands of people, I often felt isolated. I knew I did not want to work for someone else, so my options were limited to working alone from a studio or from home. However, neither of these options were ideal for me. In any other industry, coworking spaces offer amenities, tools, support, and a community to help businesses grow. Why should the beauty and wellness industry be any different?

While there are some lovely spaces in our city, none of them had what I was looking for. That's when I decided to create District Studios. My goal was to provide solo practitioners in the beauty and wellness industry with a place to be proud of, fostering community and connection while offering tools, support, and a long list of amenities to help grow our solo practices.

This handbook will help you understand how we work, live and have fun together at District Studios - with a lot of important details on things such as where the coffee is haha. It's also very important that you review District Studios Values that provide us with direction and inspiration on how we do our work and treat others.

Best regards,

Anita W.





About District

Throughout the years, we have seen our beauty and wellness community grow and thrive. We found our vibe had naturally attracted many like-minded practitioners and clientele into our space. From inspiring individual creativity and collaboration, we have become the collective we are today. We are more together here at District Studios!

Our Timeline

**District Studios Concept
was launched**

November 2018

District Kensington Opened

January 2020

District Beltline Opened

May 2021

Third Location Touring

August 2023

Our Locations



District Kensington
300, 1918 Kensington Road NW
kensington@districtstudiosyc.com



District Beltline
210, 927 10 Ave SW
beltline@districtstudiosyc.com

YOUR FIRST DAYS

So you've gone on tour and went through our application process, you've signed the contracts, and you're finally here at District Studios. Congratulations, and welcome!

District Studios has an incredibly unique way of doing things that will make this the greatest professional experience of your life, but it can take some getting used to.

BE A SPONGE

One of your most important duties your first week is absorbing everything. Getting to know our culture, the working and communication styles of your district mates and member-wide goals means that you'll be able to start your real work sooner (and be more effective when you do).

DON'T OVER COMMIT YOURSELF

Do be careful, though, to balance your schedule—you want to have plenty of time to learn the ropes from your studio.

ASK QUESTIONS

As you learn about new processes, projects, and people, don't be afraid to ask questions. You need to get up to speed, and people will expect it.

DON'T BE AFRAID TO SPEAK UP

At the same time, don't be afraid to contribute and add value—you do want to reinforce that you're the right person for our family! No, you won't know everything, but you can make suggestions in meetings or brainstorming sessions.

VISION

To create opportunities through our unique experience for beauty and wellness professionals that want more out of their career.

MISSION

We strive to offer a unique space with business building amenities, tools and support to help elevate beauty and wellness professionals.

VALUES

COMMUNITY

We believe in community over competition. And that you are only as successful as the people you surround yourself with and by being part of the District Studios community you have a better chance at succeeding than you would by doing it alone.

COLLABORATION

Fostering a collaborative community through our events and workshops will allow beauty and wellness professionals to work together in ways they didn't think possible.

CREATIVITY

Our unique amenities and tools, that normally wouldn't be available to solo practitioners, allow more room for creativity.



At District Studios, we celebrate diversity. It doesn't matter what your age, background, sex, religion, nationality, sexual orientation, or level of experience. We show each other respect. We value people for the way they behave and the contributions they make. We appreciate the special color each individual brings to our life. We want you to be comfortable and proud to bring your true self to work each and every day.

OUR CULTURE

Our policy is that you must wear something! What you wear is up to you – but use good judgement. Wear what's comfortable for you and express your unique style and personality.

We are a unique industry, where we embrace trends and individuality, but also keep in mind you are the face of District Studios and all the businesses inside.

HONESTY

We understand that mistakes happen, that things don't always go to plan so we want to be open and honest. If something isn't working, let us know – otherwise we won't know to fix it!

EXPERIENCE

Member and guest experience is our number one priority. We don't just want to satisfy their expectations we want to blow them out of the park. We not only talk the talk but we will walk the walk.

RESULTS

We are all here for the same reason – to be part of something big. Results doesn't just mean profit, for us, results is measured by how delighted our members and guests are with our providings.

TEAMWORK

Teamwork truly does make the dream work. We couldn't do this all without our members, our guests and our employees. Let's all work together to ensure we are doing the best, giving the best, and being the best.

IMPORTANT DOCS

Please fill out and return the following documents:

- EMERGENCY CONTACT FORM
- VOID CHEQUE OR DIRECT DEPOSIT FORM
- TAX FORM
- NON DISCLOSURE FORM

WAGES

Your salary or wages are paid the 15th and the end of the month into your bank account. If the 15th and/or the day before the end of the month is on a weekend or holiday, the money will be transferred to your account on the Friday, or the day before the holiday, whichever is applicable.

For pay periods and pay dates please see the calendar posted near the concierge desk.

TIME OFF

SICK DAYS

Under Albertan Law an employee can take up to 5 days of personal and family responsibility leave in each calendar year. Any leave days not used by an employee cannot be carried over into a new calendar year.

VACATION DAYS

All requested time off shall be approved on the 15th of the previous month. Please email your manager at hello@districtstudiosyc.com to request time off.

For time off after the cut off date, you are responsible for ensuring your shift is covered.