

## FLEXIBLE WORK SCHEDULES

One of the cultural values COMPANY holds highest is our team and the collaboration, comradery and efficiency that comes from being together in the office. As a small firm, we feel the absence when staff are not in the office – whether that be for vacations, sick days or working from home. We also strongly believe in the value and importance of face-to-face communication and coordination among teams and colleagues.

Employees are expected to work the vast majority of their hours from our office. We also understand that, between our increasingly mobile/connected world and our employees' commitment to client service, there are instances when it makes more sense for an employee to work from home for all or part of a day.

COMPANY is pleased to offer flexible work arrangements to staff members in order to enable them to achieve a more successful balance between work responsibilities and other demands in their life. COMPANY believes working from home can be a viable work alternative in cases where both individual and job characteristics are best suited to such an arrangement.

Working from home from time to time is a voluntary work alternative that may be appropriate for some employees and some jobs. From client demands and meetings to individual performance, there are numerous factors that will influence whether or not an employee can work from home. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with COMPANY.

- Individuals requesting Flexible Work Arrangements must meet the following criteria:
  - Establish an appropriate work environment within his or her home for work purposes (e.g. high-speed internet connectivity, high-quality phone connection, printing capabilities, minimal noise disruption, etc.).
  - COMPANY, at its sole discretion, will determine if any additional equipment needs will be necessary (beyond the employee's company-provided laptop). It is the employee's responsibility to provide such equipment.
  - Have exhibited above-average performance, in accordance with the company's performance appraisal process.
- Working from home is limited to 2 days (16 hours) per month
- Working from home needs to be requested at least 48 hours in advance, and must be approved by the employee's direct manager and added to the firm's calendar.
- The employee and manager will agree upon the work schedule and the manner and frequency of communication.
- Employees participating in a flexible working arrangement agree to be accessible and responsive by email and phone as they would be in the office during the agreed-on work schedule. Merely "being available" by phone or email does not constitute working from home.
- There may be instances when working from home isn't possible, or previously approved time to work from home will need to be rescheduled due to client or project needs.
- Flexible work arrangements for any employee may be discontinued at any time at the request of the manager or the firm.

Telecommuting is not designed to be a replacement for appropriate child care, or an alternative to taking vacation/personal time. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting client demands.

Below are a few example of instances where it is, and isn't, appropriate to work from home. This list is not exhaustive, nor are the examples absolute. They are intended to help clarify the grey area about COMPANY's expectations of staff:

***Appropriate to Work from Home***

- Before a meeting in the vicinity of your home that starts at/before 10 am or after a meeting that ends at/after 3:30 pm
- Conference calls that start at/before 8:30 am
- Meeting repair/delivery people
- A major, multi-hour research/writing assignment
- Days with no meetings or needs for significant coordination with other staff
- Too ill to be at the office, but a major deadline requires you to work some/part of the day

***Not Appropriate to Work from Home***

- Before/after meetings in the vicinity of your home that occur between 10 am and 3:30 pm
- Conference calls that start after 8:30 am
- Days when working on projects requiring significant coordination with other staff
- Taking care of a sick child/spouse or otherwise unsupervised child
- Too ill to be at the office