

## FLEXIBLE WORK ARRANGEMENTS

The firm recognizes that employees may seek opportunities to work in a more flexible manner for professional or personal reasons. We encourage managers and employees to explore flexible work options, and a number of such flexible work options may be available based upon your job responsibilities and performance. These may include:

- Flex Time — Starting or stopping daily work hours outside the traditional window of regular work hours (e.g., Monday – Friday, 8:00am – 5:00pm with a one-hour unpaid lunch break), particularly as the Firm requires greater global collaboration across time zones. Flex time must be coordinated with your team and approved by the Project Manager to ensure it works in conjunction with the project needs.
- Working Remotely — Continuing to fulfill all existing job responsibilities but working occasionally from a location outside of the office during standard business hours, while remaining available to colleagues and/or clients. Working remotely must be coordinated with your team and approved by the Project Manager.
- Remote office — Fulfilling all existing job responsibilities from a permanent remote location. Remote office requests are evaluated on a case by case basis on a variety of business factors. Remote office arrangements must be approved by Human Resources.
- Part-Time/Reduced Hours — Working fewer than 40 hours/week (typically with a commensurate reduction in responsibility and pay). All part-time schedules must be approved by Human Resources.