E. OFFICE PROCEDURES

1. Hours

The office is officially open Monday through Friday, 8:30 a.m. - 5:30 p.m..

Because the work of the Firm requires collaboration, use of Firm equipment, and professional standard requirements, employees are generally expected to perform their work at the office. Staff should endeavor to be available for work within the office or at off-site client meetings between the hours of 9:00 a.m and 4:00 p.m. A typical eight-hour day with a 30-60 minute lunch break is expected. Schedule flexibility, including occasional working from home outside of office hours or by special arrangement, will be accommodated. Full working days outside the office (from home) will be considered on an individual basis after one year of employment. The needs of the office, your team and our Clients should be met first. Flexibility requires everyone to check email, voice mail, and other means of communication regularly outside of standard industry office hours. Staff should ensure that their Project Manager is informed at all times of their schedule.

Employees performing work from home as described above can obtain the necessary information on how to login to office equipment from the Director of IT. IT support for employee equipment outside of assistance with login and VPN procedures is the responsibility of each employee, not the Firm.

Employees must also maintain an up to date Outlook calendar and be in good, proactive communication with their teams and managers as to their individual schedules.

Employees who are excessively or repetitively absent without reason create a burden for other team members and interfere with the orderly operation of the office. Excessive absenteeism or failure to comply with the Company’s policies/procedures are unacceptable and may result in discipline up to and including discharge (See Division B. Employment Section 14. Termination of Employment).