

# Compensation and Work Schedule

## Flexible Work Hours and Telecommuting

The Firm has established a flexible work arrangement program for employees. Every employee will be equipped with a laptop, and the office has hoteling space for employees who come to the office on a given day. It is the responsibility of the employee to maintain, at their own expense, an appropriate internet connection at their home for the work they do away from the office. The employee will also be responsible for their mobile phones and cell phone accounts without reimbursement from the Firm.

Employees are encouraged to maintain flexible work arrangements that ensures business needs are met, provides excellent customer service, and meets availability for client meetings, design charrettes, and team meetings while helping the employee achieve harmony between work and personal life. The needs of the team should be met before flexibility is used for personal life. Granting this level of flexibility to employees requires everyone to show flexibility to the needs of the Firm as well. Flexibility calls for everyone to check email, texts, and all other means of communication regularly outside of regular industry office hours.

It is the goal of **Saam Architecture** for employees to be able to work through most requirements so harmony is often achieved. If the employee struggles with such freedom as a result of flexibility, the employee may choose to go on a more structured schedule or at the discretion of the lead, and if performance metrics are not met with 10 business days' notice, will be put on a structured schedule to be successful.