

## **WORK-LIFE POLICY**

### **Purpose and Scope**

Work-Life Program is designed to provide a flexible framework that allows all of us to effectively manage the intersection of professional and personal lives.

This policy applies to all employees in North America.

### **Policy**

The Work-Life Program includes multiple components that offer flexibility related to the hours and locations of work performed:

- Remote Work – Employees working mainly outside the office. This approach must retain the ability to collaborate and produce successful outcomes and often requires alignment with the needs of leaders and other team members.
- Flex Scheduling – The opportunity to adjust work schedule around core hours.
- Summer Schedules – The option to enjoy Friday afternoons off in the summer months.
- Job Sharing – Two part-time employees partnering to fill one full-time opportunity, allowing flexibility and balance in personal lives. Part-time benefits are available for anyone working at least 24 hours per week.
- Flexibility Plus – An opportunity to request more customized flexibility regarding schedule and/or work location.

You can request Work-Life Program flexibility on an intermittent or regular basis. Your HR partner can provide counsel based on individual circumstances. Unique work-life arrangements should be reviewed periodically to ensure that they are meeting individual and firm needs.

### Work-Life Scheduling Options

#### *Remote Work*

Remote work is possible in situations where you can effectively perform the necessary work from a non-office location. While working remotely, it is expected that you are reachable, responsive to email and telephone calls, and can connect via the internet. Employees should provide advance notice of their intent to work remotely to their leader and immediate manager. Individuals should also notify team members who may need to access to them during the day. However, it is recognized there are times that advance notice will not always be possible. In that situation, the notification to leaders and others should be done as soon as it is practical.

### *Flex Scheduling*

Employees must provide service to clients during the core hours from 9:30 a.m. to 3:30 p.m., Monday through Friday. It offers the possibility of establishing a regular schedule that could include different starting and ending times on certain days of the week, provided you are available for specified core hours on all regular business days. Employees may flex hours within one timesheet period (Saturday through Friday). All flex scheduling options require preapproval from your leader and immediate manager.

### *Summer Scheduling*

For those who elect a summer schedule, half-day Fridays are available during July and August. A common summer schedule would be to work nine-hour days, Monday through Thursday, and four hours on Friday. It is anticipated that for individuals who opt for summer schedules, core hours will end at noon or 1:00 p.m. on Fridays. Summer scheduling in California offices will be reviewed annually in order to comply with state regulations.

### *Job Sharing*

Job sharing provides the opportunity for two part-time employees to partner and accomplish one full-time job. Interested individuals may explore partnering with each other or, upon request, the firm may explore whether a qualified partner could be recruited. Professionals may find it difficult to locate challenging part-time opportunities, and job sharing can open this door for committed professionals. HR will work with employees and their leaders to explore job sharing possibilities.

A part-time benefit package including pro-rated PTO, holidays, and an option for health insurance is available for those working at least 24 hours per week.

### *Flexibility Plus*

If you wish to request a schedule involving greater flexibility than described in other components of the Work-Life Program, you should discuss the alternatives with your HR representative and immediate manager keeping in mind the benefits and possible challenges associated with the requested arrangement.

### Opportunity for Participation

The Work-Life Program offers a variety of choices, although the availability of specific components may vary by role. Naturally, certain on-site roles (such as reception and mail handling) will be required to be carried out during specific hours and days. In addition, individuals who are onboarding in a new role, or learning new skills, may have more restricted options.

Solid levels of productivity, performance and attendance are also essential. Should these fall below expectations, your leaders and Human Resources may jointly decide to limit participation in components of the Work-Life Program until sustained improvement has been demonstrated and will communicate this intent to the individual along with recommendations for adjustments.

### Support of Work-Life Program

In order to maximize the success of the Work-Life Program, employees are asked to make efforts to schedule meetings within the core hours and to avoid Friday afternoon deadlines where possible.

Of course, even when the best efforts are made, it may be necessary for individuals to deviate from preferred schedules to meet business needs, client requirements, and important deadlines. In such cases, the business or client needs will take precedence. All should endeavor to support each other in situations where deadlines interfere with preferred schedules.

### Communication

Flex scheduling and remote work are most effective when each team member's availability is well communicated in advance, and team members remain responsive and reachable.

### Time Sheets

Employees should always record hours correctly on time sheets. For example, an employee who works 9 hours on one day and 7 on another should record the hours accordingly, not as two 8-hour days.

### Lunch Periods

When working a compressed work week (such as a summer schedule or four-day week), workdays can be long, and a meal break is in the best interest of every employee. An unpaid lunch period of 30 to 60 minutes is required for all employees who work more than six hours in a day in the United States, or more than five hours in a day in Canada. Non-exempt employees (those who are eligible for overtime pay) may not perform any work during the lunch period as certain meal breaks are required by law.

### Equipment

The firm does not provide equipment, specialized software or internet access for remote work. Any software used and any remote network connections must be consistent with the policies and business practices and IT standards of the firm, including proper license agreements and protection of the firm's IT systems from a cyberattack.

### **Additional Information**

For more information, please contact your Human Resources Representative.