



# Supporting Work / Life Balance

## Our Philosophy

One of our guiding principles is to ensure that everyone has the wherewithal to manage work-life balance. An important aspect of maintaining this balance is having the flexibility to work remotely. Working remotely can minimize issues when navigating the personal demands of home, family, or friends and assist when dealing with the unexpected complexities of modern life. With limited exceptions, remote work is a benefit for all employees and not something that has to be “earned.”

Our second principle is that each of us contributes to our culture and community. This is driven by our interactions, communications, and engagement with others. Collaborating, Socializing, learning and coaching can be more effective when people come together in person.

## Supporting Flexible Work Arrangements

As an organization, we provide people with latitude in choosing where, when, and how they work.

### Where you work:

- Working together in person is still essential, and employees should spend time in the office in ways that are meaningful to collaboration, learning, and community efforts.
- Employees can choose their degree of remote work and corresponding seating options, with the ability to change preference over time.
- Job and responsibilities are the deciding factors when determining the degree to which employees can work remotely

### When you work:

- If their job allows for it, individuals have the flexibility to time-shift, enabling them to step away from work during the day while making up the time earlier or later

### How you work:

- Focus should be on performance and whether they successfully achieved their goals, not following a historical construct of being in the office and for a fixed set of hours.
- While remote work provides flexibility to address personal or family matters, it is not a substitute for dependent care (e.g., caring for children or elderly adults) during working hours

## Flexible Work and Job Fit

Not every job can function effectively while remote, as some have responsibilities that occur only in the office. Eligibility will be set at the position level based on role requirements and the degree to which being in the office is critical to fulfilling those responsibilities.

Certain roles or responsibilities may require individuals to be present in the office most of the time and therefore are not eligible for routine remote work. In these instances, we are committed to providing flexibility where possible through occasional remote work available if coordinated in advance with managers to ensure coverage of onsite obligations.

Managers should be mindful that while not exclusive to an office environment, interaction, collaboration and informal learnings can often be more effective in person. Managers need to be aware of balancing time in the office to plan and enable these actions for their team.

For new employees, onsite immersion and training are critical for acclimating to the company, their team, and their work. Unless waived by their manager, new employees are expected to work In-Office for the first 90 days.