

Flexible Schedules: Alternative Work Schedule Policy and Procedure

Ten Adams is committed to helping employees face the demands of juggling work, family and life-related issues by offering a flexible work schedule. Flextime provides employees with increased flexibility with their work hours while allowing Ten Adams to maintain a progressive and productive work environment.

Flextime is defined as a work schedule in which an employee works eight hours per workday, but there is flexibility in an employee's set schedule starting and ending times. Some employees, due to family or personal obligations or preferences work early in the morning and leave earlier in the afternoon. Other flextime employees prefer or need to start later in the day and work into the evening.

Flextime at Ten Adams is a regular work schedule consisting of:

8 hours per day/40 hours per week Core hours are 9am CT to 4pm CT Arrival between 7am CT and 9am CT Departure between 4pm CT and 6pm CT Lunch of .5 to 1.5 hours between the hours of 11:30am CT and 1:30pm CT The Company workday is non-restrictive in physical movement and includes a high degree of personal interaction, therefore formal breaks are considered unnecessary. Employees are asked to limit excessive breaks to no more than 30 minutes per day.

In order to accommodate flex schedules, all meetings should be scheduled during the core hours of 9am CT to 4pm CT.

Ten Adams employees will be considered for alternate work scheduling, outside of core hours, on a case-by-case basis in situations where alternate work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve Ten Adams as a whole with increased productivity at no expense to quality output. The department manager is responsible for approval of all alternate schedules.

There will be up to a **six-month trial period** to assess the impact of flexible work arrangements. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be cancelled for any reason by management.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved. The employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance and or service delivery. Again, first and foremost, it is the responsibility of all employees to take care of client needs.

From time to time, and with prior approval from their Supervisor, employees may be granted the privilege of working remotely to accommodate minor illnesses, inclement weather, etc. **In order to maintain productivity and accessibility for clients, employees who are working remotely must abide by the following protocols:**

- Remote work should operate like working in the office and should appear to clients as such.
- Video background should be professional and appear as an office space
- Professional appearance should be maintained at all times. If you are working remotely, your dress and appearance should be as if you are coming into the office.
- Business Casual – jeans and Ten Adams logo wear are acceptable
- No athletic/sports team clothes – athletic wear, hats, t-shirts, tank tops, sweatshirts, or athleisure wear.
- Be available via Zoom, mobile and email.
- Remote employees are expected to join meetings via Zoom video and should be prepared to join a video meeting at any time during the workday.
- Be able to connect to SharePoint, DropBox and Basecamp.
- Be able to respond to phone calls, Zoom messages and urgent emails within fifteen (15) minutes or less during our core work hours (9am CT to 4pm CT).
- Have a location with a dedicated workspace free from distractions
- Working parents or those who have caretaking responsibilities and will be working from a home office must have childcare or caretaking arrangements. Working remotely should not be considered a substitute for these arrangements.
- If you have animals, they should not be in your work area (able to be seen on video).
- Be available to work with clients outside of regular work hours, when necessary.

All employees must complete a daily time sheet in the Jig (the same day) to account for all time worked.

Working Remote is a privilege. If the protocol is breached, Ten Adams may rescind this privilege, and an employee may be subject to discipline up to and including termination.