100% REMOTE WORK

This option is only available on **rare** occasions for business needs. Eligibility for 100% remote work may be revoked depending on performance and/or changes to job responsibilities that make remote work impractical. An Employee who works 100% remote is required to attend in-person meetings or Company functions as determined by their Manager.

Employee Eligibility Requirements:

- ***Regionally or Locally Focused***: Business need and job function are regionally or locally focused. See examples below.
    - Examples would include, but are not limited to, certain positions that support a specific region or area of the country such as, Regional Recruiters, Fleet Account Representatives, Call Center Teams, etc. Factors that will be considered are the jobs areas of responsibilities and situations that fluctuate over the course of time to best support the business.
    - The 100% remote Employee must reside in a state the Company is established and within the local commuting area of a Regional Office.
    - Requires Business Segment Leader prior approval

- ***People Leaders*** are not generally eligible for this option unless they manage regional or locally focused 100% remote teams. See example below.
    - Example would include, but is not limited to, positions that manage remote teams from certain parts of the country to support the business.
    - Requires Business Segment Leader prior approval.

- ***Individual Contributor***: Difficult to source local talent.
    - The 100% remote Employee must reside in a state the Company is established and within the local commuting area of a Regional Office.
    - Requires Business Segment Leader and Chief Corporate and Strategy Officer prior approval.

If an Employee is relocating outside their current residing state, failure to obtain prior approval may result in disciplinary action. Employees must have received at least a "meets expectations" on their most recent performance review and cannot be on any type of performance improvement plan.

Current Employee Request Process

- ***Employees Manager must submit 100% Remote Work Approval Request (accessible on the KC) for approvals through appropriate Business Segment Leadership.***
- Business Segment Leader to verify if Employee's job function and role meets the minimum eligibility requirements. For individual contributors, Business Segment Leader to seek approval from Chief Corporate and Strategy Officer.
- Employee must ensure Workday reflects their most current permanent residence.