



EXTENDED REMOTE WORK

An Employee may request to work up to four (4) weeks annually fully remote with no expectation to come into the office for scheduled office days/events. Employees to work with their direct Managers to request this option.

The Remote Work Guidelines and Agreement do not provide for every contingency that may arise. Direct Managers and Employees are entering into an agreement to work together to resolve any unforeseen situations that may arise. In the event the direct Manager or Company determines that the flexible work or 100% remote work arrangement is no longer meeting the needs of the Company, the Company reserves the right to require the Employee to return to an office location. If you have any questions, please reach out to Human Resources at HR_General@discounttire.com