



Working remotely may have an impact on your tax situation. Employees are solely responsible for determining any personal tax or legal implication of working out of a remote location, including any additional state or municipal tax filings that may be required. Any permanent change of address is required to be updated in Workday.

### **FLEX WORK**

A baseline of a minimum of two (2) days per week for teams to be in office will be determined by Employee's Leadership. Number of days in office may be more based on employee's or team's work demands and job roles. Employees are required to attend in-person meetings, trainings or Company functions as determined by their Leader.

Office time collaborative work may include:

- Department Meetings
- WIG Meetings
- Training/Mentoring
- Strategic Project Work/Brainstorming Sessions

### **2-Days Per Week Schedules**

Two (2) days per week schedules will utilize reservable, shared, or agile workstations/offices. There is no assigned garage/covered parking.

### **3 or More Days Per Week Schedules - Voluntary**

Three (3) or more days per week schedules will have dedicated workstations/offices and assigned parking. (space permitting and based on office building availability)

A flexible work arrangement is subject to Employees' work habits and ability to meet established performance expectations, as well as ability to maintain technical requirements.