

## **FLEX WORK**

A flexible work arrangement is not only subject to an Employee's work habits and ability to meet established performance expectations, but also the ability to maintain technical requirements. Managers should establish, at minimum, quarterly check-ins to ensure Employee is effectively meeting all expectations.

People leaders are expected to be available for their Employees, either via teams/telephone, or in person at any given time.

Managers are to work with their Employees to establish designated remote working hours and in office days. Employees are required to attend in-person meetings or Company functions as determined by their Manager.

Managers are to work with Employees to establish a schedule for the complete team to be in office a baseline of a minimum of two (2) days per week. Number of days in office may be more based on employee's or team's work demands and job roles.

Once in-office collaborative work has been completed, Managers have the discretion to allow Employees to return to remote work locations.

Office time should be utilized for purposeful and collaborative work, such as:

- Performance Reviews
- Quarterly Check-Ins
- Mentoring/1:1's
- WIG's
- New Hire Onboarding
- Training
- Strategic Project Work/Brainstorming Sessions
- Department Meetings

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](mailto:HR_General@discounttire.com)