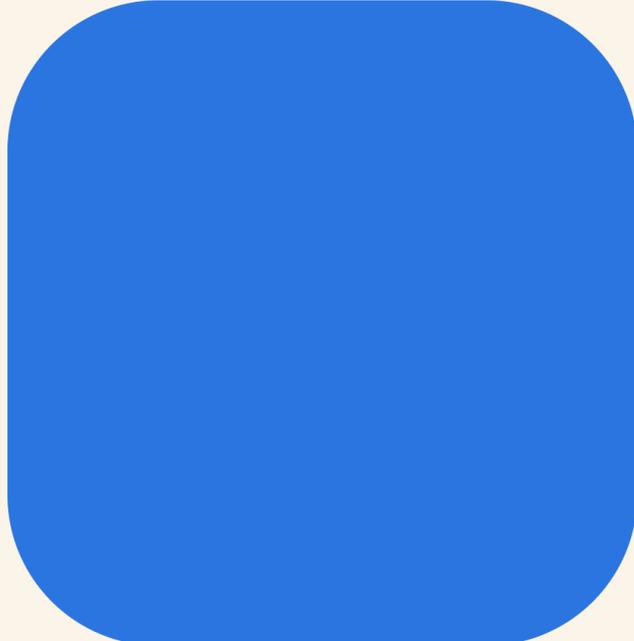




workiva

Flexible Work Arrangements



Flexible Work Arrangements

Workiva recognizes and embraces a flexible work environment by offering opportunities for flexible work schedules or locations for employees within the following framework.

- Daily flexibility is available to all employees when urgent personal matters arise, and employees should clearly communicate with their manager in these instances to ensure customer and work requirements are being met. Employees should communicate these needs as early as possible.
- Some employees may require flexibility on a regular or sustained basis. Requests will be carefully considered but may not be appropriate for all employees or positions.
- Workiva complies with all work time and non-work time requirements as defined by country, state, and/or job status (exempt or non-exempt). Additional information is available on the HR Service Center and questions should be directed to Human Resources.

Flexible work schedule options include:

- Hybrid or remote work location: an employee who currently works in an office transitions to work remotely either all or part of the time. Employees who work under a hybrid work location (some remote work and some in-office work) may be required to use shared work space when in the office. Refer to the Geographic Mobility policy for additional information on transitioning to a remote employee.
- Flextime: an employee works a defined number of hours per week with modified starting and ending times. Example: 6:00am-3:00pm four (4) days per week and from 10:00am-7:00pm one (1) day per week.
- Reduced workload: an employee works less than a full-time workload and moves to part-time status. Compensation will be reduced based on the number of hours worked each week by the employee. Depending on the amount of reduction in work, this may impact benefits eligibility and the employee should work closely with HR to understand possible implications.

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Requests for flexible work arrangements are considered carefully by the employee's manager, department leader and Human Resources based on the following factors:

- The nature of the employee's work and job responsibilities
- Impact on work quality and service delivery
- Coverage for and ability to meet customer needs (internal or external) and department operations
- Employee performance

It is best if approved requests are documented in writing at the beginning of the arrangement to ensure clear understanding among impacted parties. Flexible work arrangements should also be reviewed periodically by the employee and manager to ensure continued success. The arrangement may be cancelled at any time by the manager based on business need or performance or by the employee for personal reasons.