**Hybrid Work Policy**

**Creating a Collaborative Work Experience**

November 1, 2023

**Embracing Flexibility for a Thriving Work Environment**

At Environmental Science U.S. LLC, known as "Envu," we recognize the importance of work-life balance, employee well-being, and ensuring our dedicated teams thrive while meeting our business goals.   We also believe in-person time is critical to building a stronger culture and facilitating collaboration and agile decision-making. 

Therefore, we are pleased to introduce our Hybrid Work Policy as the standard work arrangement for most employees, providing certain requirements are met. This policy fosters a blend between in-person and remote work designed for flexibility and collaboration.

**Definitions**

The following definitions apply to Envu's Hybrid Work Policy:

* “Envu office location” refers to Cary, Morrisville or Clayton, NC locations.
* "Hybrid working" refers to Envu's standard work arrangement where employees split their workweek between in-person work (Envu office location) and remote work from home.
* "Hybrid employee" refers to employees who split their workweek between in-person work (Envu office location) and remote work under Envu's standard hybrid working arrangement.
* "Fully remote employee" refers to employees performing their entire workweek remotely with no regular in-person workdays at an Envu office. Envu retains full discretion to require fully remote employees to come into their assigned Envu office occasionally to attend in-person meetings, training, and events or as necessary.
* “In-office employee" refers to employees performing their entire workweek in person at their assigned Envu office location with no regular workdays working remotely.

**The Hybrid Work Policy Applies to All Envu Employees, with Consideration**

We believe in creating an environment where flexibility is the norm and the best interests of our employees, and the company are balanced. Our Hybrid Work Policy applies to all Envu employees, with some exceptions as outlined below. Unless one of the exceptions below applies, employees are automatically designated as hybrid employees and do not need to request to be hybrid formally.  Hybrid employees should live within commuting distance of an assigned Envu office where the employee reports to the office/in person. Envu does not pay for hybrid employees’ normal commuting costs to their assigned Envu office location on in-person days.

This hybrid work policy does not apply to:

* Fully remote employees.
  + To be considered a fully remote employee, approvals must be obtained by the employee's manager, additional in-line managers, the Head of North America, and the Regional HRBP (HR Business Partner).
  + **Please Note: Employees in sales positions are deemed fully remote and do not require prior approval.**
* In-office employees based on the employee's role or residence, or other unique circumstances as designated by the employee's manager and Regional HRBP.

For exceptions to this Hybrid Work Policy as a reasonable accommodation for a disability, see Reasonable Accommodations Based on Disability below.

**Standard Hybrid Work Schedule**

Hybrid employees are expected to work a minimum of two (2) regular business days per week\* in the office at a designated Envu office location.

\*Envu may require hybrid employees to report in person to an Envu office location on different or additional days than the standard hybrid working schedule as needed based on Envu’s business or other needs, such as certain meetings, projects, deadlines, or urgent matters requiring in the office work.

Hybrid employees generally should not split a single workday between remote and in-person/in-office work unless special circumstances apply, which employees should discuss with their manager.

Hybrid working schedules for part-time employees depend on the part-time employee's regular hours and schedule.

Hybrid employees should consult with their manager regarding:

* Expectations about which days to report to the office and work hours.
* Work activities appropriate for in-office work and remote work.
* Any questions regarding an employee's particular hybrid work plan.

Hybrid employees may choose to work in an office full-time and should consult with their manager. Hybrid employees should communicate openly and transparently with their manager and colleagues/team regarding schedules, locations, availability, and contact information.

**Office Experience and Collaboration**

Employees generally do not have assigned desks. Envu has developed a neighborhood concept, encouraging functional employees to locate with their function or key work/collaboration groups. If you prefer an assigned desk, please speak with your neighborhood leaders.

**Remote Work Guidelines**  

During remote workdays, hybrid employees should remain in compliance with all Envu's policies, and other employee responsibilities that apply to remote work, including but not limited to policies and expectations on the following topics: 

* Anti-discrimination and anti-harassment, code of ethics, and electronic communications.
* Ensuring adequate workspace and internet connection.
* Equipment and technology support.
* Information security.
* Business expense reimbursement.
* Safety and health.
* Communication and engagement with the employee's manager and colleagues.
* Prohibition of performing or engaging in unauthorized outside work during remote work hours.
* Obtaining childcare and other dependent care arrangements.
* Timekeeping for non-exempt employees.
* Continuing to remain available during regularly scheduled work hours and devoting attention to the performance of job duties during their work hours.

 **Reasonable Accommodations Based on Disability**

This policy's procedures and requirements do not apply to requests for reasonable accommodations based on a disability under the Americans with Disabilities Act (ADA) or any relevant state or local law. If an employee requires an accommodation, they should refer to Envu's Disability Accommodations Policy, which outlines the necessary procedures.

**Questions?**

The People, Culture, and Communications Department is responsible for administrating this policy. If you have any questions regarding this policy or questions about hybrid working that are not addressed in this policy, please contact your local HRBP.

**Disclaimer of Restrictions on Employees' Rights**

This policy is not intended to restrict communications or actions protected or required by state or federal law.