



FLEX: TE Workplace Flexibility Guidelines

TE is committed to attracting and retaining a high-performing, diverse workforce to meet the needs of our customers and achieve our business goals. We believe that workplace flexibility is good for employees and good for the Company. That's why TE has established: **FLEX: Workplace Flexibility Guidelines** to support managers and employees in fulfilling their work and personal responsibilities and ultimately supporting the business overall.

TE's flexible work arrangements include:

- FlexTime – A **full-time** work plan with **non-standard** workdays or work weeks. This can be a regularly planned schedule, or ad-hoc as agreed. Some examples might be:
 - A Compressed Work Schedule -A schedule of regular full-time work completed in fewer days than in the standard workweek for the employee's business unit.
 - Matching your working hours to a client group in a different time zone
 - Taking a break in the middle of the day when you have early and late meetings
- FlexPlace – The employee is working from a location other than the location where his or her position is assigned. TE has three work designations:
 - **Onsite:** Employees will typically work in the office several days a week.
 - **Hybrid:** Employees will typically work in the office with more frequency than remote workers, but exact hybrid work schedules will be determined by manager and will vary by employee or team.
 - **Remote:** Employees will work in the office for occasional meetings or travel

Managers play a key role in determining how effective flexible work arrangements are within a work unit. Managers are expected to:

- Encourage workplace flexibility, role model working flexibly, and provide support to employees while ensuring that the needs of the business are met.
- Evaluate performance based on measurable objectives and outcomes
- Be willing to experiment and see what works. Set success criteria for flex working and monitor regularly. Review and adjust as needed should individual circumstances or business needs change.

Our FLEX guideline is just one of many ways TE is committed to an inclusive work environment that integrates the unique needs of our employees and those of the business.
