



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.

Examples of flexible work arrangements include:

- **FlexTime** – A full-time work schedule with start and stop times that are different from those of the standard workday (i.e., the hours that TE is open for business)
- **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.
- **FlexPlace** – The employee is working from a location other than the location where his or her position is assigned.
- **Dress for Your Day** – You make your own decision on what to wear to work based on your schedule for that day.

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

- Encourage workplace flexibility
- Carefully consider the employee's request for a flexible work arrangement
- Work with employees to explore how the needs of the business can be met while also allowing flexibility
- Evaluate based on measurable performance objectives and outcomes
- Enable this flexibility without bias, model leadership needed in a flexible workplace, and to provide support.

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.
