

## **Memorandum**

To: All Siemens Employees

From: L. Houseman, Director of Human Resources

Cc: -

Date: 04/28/2023

Subject: New Flextime Policy, starting Monday, June 5

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### **Flextime for All Siemens Employees**

The new flextime policy for the company is explained to you. You will be allowed to choose your daily starting and finishing times as of Monday, June 5 using the new flextime policy. This message's next part describes the new policy in more depth and explains how it might benefit you.

Your 40 hours per week can be custom scheduled in accordance with your specific needs. This gives you the flexibility to work around your schedule, and it will be advantageous to every employee differently.

You must speak with your advisor in order to take advantage of flextime so that a concept can be developed that offers a phone service in each unit from 9 am to 5 pm in order to deliver outstanding client service. In order to successfully schedule meetings during this time and maintain a high level of communication and cooperation, we will have a core time from 10 am to 3 pm, during which all employees are expected to be at their places of employment.

With the help of the flexible scheduling policy, you can:

- Plan your family and leisure activities to suit your needs
- Be adaptable in the event of unforeseen circumstances
- Select your working hours based on your preferences, such as early morning or late afternoon
- Adapt your schedule to your children's needs, such as school or daycare.

You may create a work-life balance with the help of the new flextime policy, and you'll be able to take advantage of all the benefits it provides. Contact the Human Resources Office if you have additional questions or need more details.

