

### **Final Exam Part III**

To: All Siemens Employees

From: M. Mesters, Director of Human Resources

Date: 05/01/2023

Re: Implementation of flexitime and flexible working hours

Dear Employees,

I am pleased to inform you that our company has decided to give you the opportunity to take advantage of flexitime and flexible working hours starting 06/05/2023.

#### **Details about the implementation**

In your daily life, you have a private one besides your job at Siemens, which brings hurdles, and responsibility but also joy. For this reason, we have decided to provide you with a concept starting from 06/05/2023, which is intended to make your everyday life simpler.

Starting from 06/05/2023 you will have the possibility to organize your working hours in a variable way through the introduction of flexitime and flexible working hours. *Regulated working hours that dictate you to work from hour X to hour X will be eliminated, and you will be free to come to work from time to time, as long as you work the foreseen 40 hours per week.* In order to make the concept possible for you, and to continue to maintain our work community and interpersonal exchange, we have established a plan to facilitate the introduction of this concept.

As stated earlier, it is up to you when you want to come to work. However, in order to be available to our customers throughout the day, we require that each department's phone be manned from 9am to 5pm. In agreement with your supervisor, though, you can easily overcome this small challenge.

Furthermore, in order to simplify and structure the exchange among each other, we ask you to be on site and work from 10am to 3pm daily. Meetings will also be held during this time in the future. Thus, meetings late in the evening or early in the morning will be avoided. As long as you work 40 hours a week, are on site from 10am to 3pm, and with the clarity that the phone is manned from 9am to 5pm, you will be able to time your workday around your personal life.

#### **Your advantage**

With the introduction of flexitime and flexible working hours, you can organize your private life around work more freely and flexibly. For example, if you have to take your child to school in the morning or want to be at home when he or she comes home, you now have the opportunity to adapt your working hours to the time constraints of your family. Even if you don't have a family, but are a sports enthusiast, for example, and would like to practice your sport in the mornings or afternoons, flexible working hours give you the opportunity to do so.

*Your family, your own leisure activities and your private life, which is very important to us, will be positively influenced in the long term by the flexitime concept.*

Together, we will all have to work together to establish this major project in our company in the long term and we hope for your support. We believe that this concept will make your everyday life and your private life more pleasant and flexible, and we look forward to working with you in the future.

Please do contact me if you have any questions.

Sincerely,

Magnus Mesters

Director of Human Resources