

Subject: New Flextime Policy at Siemens Corp

To: All Siemens Employees

From: Director of Human Resources

Date: May 1, 2023

Dear Siemens Employees,

I am pleased to announce that Siemens Corp will be implementing a new flextime policy effective Monday, June 5. This new policy will allow office workers to choose their own hours, with the only requirement being that they are present between 10am and 3pm. This policy is designed to help all of our employees, especially parents who need to drop off or pick up their children from school or daycare. We understand that family responsibilities can sometimes conflict with work hours, and we believe that this new policy will help our employees achieve a better work-life balance.

Under this policy, employees will need to check with their supervisor to ensure that someone is available to cover phone calls from 9am to 5pm. Meetings will also need to be scheduled between 10am and 3pm. While we understand that implementing this policy may cause temporary inconveniences, we believe that the long-term benefits to our employees will outweigh any short-term issues.

We hope that this new policy will allow our employees to have more control over their work schedules and will provide more time for family and leisure activities. We value our employees and believe that this change will make Siemens Corp a more positive and supportive workplace.

Thank you for your attention to this matter.

Sincerely,

L. Houseman

Director of Human Resources