

# Flexible Working Policy



**Wood is committed to delivering performance excellence whilst simultaneously demonstrating our care for the wellbeing and engagement of our remarkable people. Aligning with the inspired culture pillar of the Wood strategy, we seek to provide some flexibility in work location and hours of work when possible. This allows our people to fully contribute to our high performing organisation, whilst also maintaining a healthy work and home life balance.**

## Purpose:

The purpose of this document is to set out global, high-level principles for flexible working.

Flexible working practices may enable employees to:

- adjust their pattern of working hours.
- have flexibility in their start and finish times.
- vary the number of hours worked each day.
- compress their contractual working hours over fewer days.
- have flexibility in relation to their place of work i.e. alternative working location or hybrid working arrangements.

As a global company, Wood recognises that each country or location may have local practices, preferences and legal requirements that must be taken into account when considering flexible working arrangements. Employees should refer to country procedures or similar arrangements for detailed local guidance.

In terms of work location, Wood considers a hybrid approach to be optimum, which may be a blend of working from home, an office environment or suitable alternative.

Wood considers the benefits of hybrid working as follows:

- Enables our employee value proposition to attract talent and increase engagement and retention of remarkable people.

- Reduces real estate costs through office space reduction, aligning to our strategy of profitable growth, reducing operating costs to enable greater competitive advantage to win work.
- Supports environmental & sustainability goals, such as reducing the company's carbon footprint.
- Improves diversity and inclusion through access to a wider talent pool due to the availability of flexible work options.
- Enables development opportunities where previously they may have been limited by geographic location and mobility.

## Scope:

This policy applies to Wood employees in all our permanent non-site based office locations globally.

## Policy Principles:

- Wood will support flexible working, where practicable, giving consideration to client needs, business operational requirements and employee preference.
- The ability to offer flexibility in work location will be led by a balance of client, operational service delivery and individual requirements. The levels of flexibility which can be offered may vary according to the nature of the work being performed. This may change over time and as a business we need to remain flexible.
- All requests for flexible working require approval in line with local procedures.
- Where appropriate, countries will implement a flexible working procedure aligned to these global fundamental principles and tailored to local legislation, culture and business requirements.

## Risk assessment and mitigation:

There are many risks to be considered when deciding whether flexibility in terms of location is suitable. These include the following:

- **IT, Data and Infrastructure** - Ineffective IT infrastructure and work environment which would negatively impact delivery; an environment unsuitable for data privacy and/or confidentiality to be maintained.

- **Cross border** - Risk of employees delivering work in a different country, region or state to which they are employed, creating potential employment, corporate tax compliance and immigration risks.
  - **Health, Safety and Environment** - Suitability of work environment for effective delivery. This includes working surroundings, ergonomics and home working space.
  - **Insurance** – Risk that the location being used to work is not covered by insurance or deemed a high security risk location.
  - **Client** – In certain circumstances, based on the contracting agreements in place, client agreement will be essential.
  - **Real Estate** - Lease durations, exit arrangements and commercial impact require to be assessed.
- **Engagement** – Specific need for face-to-face engagement/collaboration exists for a period of time i.e. project start up, onboarding new employees, certain forms of training such as job shadowing.



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