

dentsu

U.S. HQ and Hub Office Working Policy

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PURPOSE AND SCOPE

In order to sharpen our competitive edge as one connected team, spark ideas that can only happen when we're together, and ultimately help us deliver the best work possible for our clients, Practice employees, Functions Leaders (L55+) and Functions employees with in-office responsibilities within a **commutable distance** from a **Headquarter** or **Hub Office** are required and expected to work from the office on a regular basis as outlined in this policy. Consistent office attendance is considered a **condition of employment**.

EXPECTATIONS AND DEFINITIONS

All Practice employees, Functions Leaders (L55+), and Functions employees (L50 and below) with in-office responsibilities within a commutable distance of one of our Headquarter (HQ) or Hub Offices are required to be physically present in the office for a **minimum of three (3) days for HQs or a minimum of two (2) days for Hub Offices per standard work week**. Functions employees (L50 and below) who do not have in-office responsibilities are not required to be physically present in the office for a minimum number of days per work week but are encouraged to find meaningful opportunities to be in the office as needed.

<u>Definition</u>	<u>Detail</u>
Headquarters	New York and Chicago. Dentsu may designate other locations as HQs in the future.
Hub Office	Detroit and Los Angeles. Dentsu may designate other locations as Hub Offices in the future.
Commutable Distance	90-minute one-way commute from an employee's home zip code as listed in Workday.
In-Office Schedule	One of the employee's in-office days should be their Team Day as designated by an employee's Practice Area or Function. The other week day(s) are to be determined by the employee and their People Leader, provided the minimum relevant in-office requirement is met.
Attendance Monitoring	Dentsu will monitor office attendance through our employee badge system or another designated method.

EXCEPTIONS TO ATTENDANCE

In general, commutable employees are required to comply with this policy and all other applicable leave and attendance policies.

- **Approved Absence:** Days spent on approved, work-related travel (e.g., client meetings, conferences, industry events) **count as in-office days**.
- **Leave and Holidays:** Any approved paid-time off (PTO), sick leave, or recognized company holidays that fall on one of an employee's standard in-office days **will still be counted as in-office compliance days** (i.e., they do not need to be made up).
- **Illness:** If an employee cannot come to the office due to illness or other reasons covered by applicable leave policies, they are required to adhere to and comply with those policies (e.g., calling out sick).
- **Life Happens:** There may be rare unforeseeable circumstances that may interfere with your ability to work in the office as required (e.g., weather, personal emergency). Permission for these rare circumstances is left to the discretion of your People Leader.

ACCOMMODATIONS

Dentsu is committed to complying with all applicable laws, including the **Americans with Disabilities Act (ADA)**.

- **Disability/Medical Accommodations:** An employee with a qualified disability under the ADA may request remote work as a reasonable accommodation. If you have a medical condition that limits or restricts your ability to come into the office, please find instructions on how to initiate an accommodation event [HERE](#).
- **Non-Medical Accommodations:** Employees should direct any requests for other non-medical or non-disability accommodations **by submitting a formal request into APS/Workday and use case type "Remote Work"** for People Leader and HR review.

CONSEQUENCES FOR NON-COMPLIANCE

Compliance with the HQ and Hub Office Working Policy is considered a condition of employment. Failure to comply with this policy will be subject to discipline in accordance with dentsu's policies.

OUR APPROACH

Given our industry and the degree of flexibility our working arrangements provide, we expect our workforce to be agile. As you will be expected to work in the office for at least part of the work week, it is important that you understand the expectations for both working in the office and elsewhere.

PRINCIPLES

- Employees are expected to follow guidelines provided for your role, level, and location. These guidelines may evolve and shift with changing business needs.
- Whether working in the office or elsewhere, employees are required to be available during their normal working hours and at other times as required by their People Leaders and communicate with their People Leader/Manager of their needs for alternative work arrangements.
- Employees, regardless of work location, are expected to attend meetings and other office-based events if and when required by the business or their People Leader/Manager.
- Employees are encouraged to participate in company-wide functions that are conveniently located near their homes (i.e. One Day for Change, AllHands meetings, etc.).
- All employees are required to comply with all Company policies, including Time Off, Travel and Entertainment, etc.
- When you are working in a local dentsu or client office, you will be responsible for your commuting expenses to the extent permitted by law.
- If you are required to travel on a business trip to a dentsu or client office, you will be reimbursed for your expenses subject to the guidelines provided in the [Travel & Entertainment Policy](#).
- Employees are expected to keep cameras on during scheduled virtual meetings with reasonable exceptions for bandwidth constraints, privacy or safety needs, disability-related accommodations, or other legitimate circumstances, which should be communicated to the meeting organizer as appropriate.

WORK EQUIPMENT

We will provide all employees with a laptop. Office equipment provided remains Company property and should be treated under the same principles covered in dentsu's [Acceptable Use Policy](#). Office Equipment supplied by dentsu is to be used for business purposes only. Equipment should be kept safe, free from mishandling and/or misuse, free from creating a hazard for others, free from posing a health, safety, or fire risk and in good condition.

Employees must also take appropriate action to protect the items from potential damage/loss, such as theft, vandalism, and arson attack. Instances of deliberate misuse, damage or mishandling may be investigated, and you may be liable for damages including cost of recovery.

The Company will not provide and/or reimburse you for any home office equipment, unless required by applicable law. These items include:

- Monitor
- Keyboard
- Mouse
- Printer
- Landline Phone
- High-Speed Internet Service*
- Office Chair
- Office Desk

*You are required to have dependable high-speed internet service to work successfully. Employees in California, Illinois, Iowa, Montana, North Dakota and New Hampshire who work from home and use their high-speed internet service for business related reasons are eligible for a partial reimbursement in the amount of \$32.60 per month. To the extent you believe your internet-related, or other business-related costs exceed the above amounts, please contact your HR Business Partner by email. Eligible employees should submit relevant documentation within 60 days of incurring the expense through our expense reimbursement system, Concur.

Employees located in certain states may be eligible for partial reimbursement of their cell phone if it is used for business-related purposes. Please refer to the [Corporate Wireless Program/Personal Cell Phone Reimbursement Policy & Guidelines](#).

SECURITY & DATA PROTECTION

You are responsible for keeping all work information secure at all times. You must:

- Practice good and effective computer security, including using a unique password for your work laptop, and any other devices used for work.
- Keep any and all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use.
- Protect work-related information when working in public spaces.

In addition, the laptop and equipment provided by dentsu must be used for work- related purposes only and must not be used by any other member of the household or third party at any time or for any purpose.

You must always keep Company data and Company materials safe and secure. You should ensure reasonable precautions are being taken and maintain confidentiality in accordance with the [Data Protection Hub](#).

It is important you adhere to your client-specific contracts and confidentiality requirements. You must not provide your personal address details to customers/clients or third parties associated with the Company. Meetings at your home between customers/clients are prohibited.

EMPLOYEE DRIVEN RELOCATION

If you intend to relocate more than 50 miles from your current home address (as listed in Workday) or to another State, you must submit the Request to Work from Another Domestic Work Location form located [HERE](#) (download the file to complete).

No action is required if you are moving less than 50 miles from your current home address.