



MAY 2021

# CISION **FLEX**



A FLEXIBLE AND REMOTE WORKING POLICY

**CISION**

As a company, we are taking the disruption caused by the pandemic as an opportunity to reimagine our workforce, our culture, and embrace a flexible workplace strategy that reflects our current and future dynamic and digitally-focused world. We recognize that to bring the best version of ourselves, we must be flexible and future-forward in our approach to fostering a workplace that ‘works’ for everyone. This policy blends the best parts of both remote work and in-office collaboration; designed to create a differentiated experience focused on optimal performance and well-being. Our core values and dedication as ‘One’ Cision will remain at the core of everything we do—this will not change regardless of where we work or where we are across the globe.

## **I. The ‘Cision Flex’ Approach**

Our hybrid model offers an office experience in which employees have a place where they can focus, collaborate, and create—whether that is a desk space, a meeting room, or cafe area. This will be combined with the ability to work from home when it is more productive and enjoyable to do so.

### **Hybrid work environment**

We expect the majority of employees to be in the office between one to three days a week.

- Employees who have roles that don’t require an office will have the option to work remotely full-time. This should be discussed with your direct manager.
- There will be a small population who will work from an office location four to five days per week, as they will be in roles that require a greater office presence.

### **Office re-opening cadence**

Soft re-opening: Employees may return to the office between one to three days per week for team collaboration, customer meetings, learning events, and presentations.

- Space will be limited to accommodate social distancing protocols, and employees will need to use our Hotelling App to book desk space.
- Sanitation will be a top priority, and masks will be required anytime an employee is not at their desk.

Partial re-opening: Depending on local restrictions and guidelines easing, Cision will plan to open offices to more employees in the latter part of 2021.

### **Full re-opening**

This will take place when the pandemic recedes, and we can accommodate more people returning. Sanitation will remain a top priority; however, guidelines on masks and vaccinations are to be determined. We will ensure to announce our full re-opening to employees with advance notice.

## **Remote Working Guidance**

As a hybrid and flexible work environment, we offer a flexible and future-forward approach to fostering a workplace that ‘works’ for everyone. This means, ensuring that we evaluate the needs and efficiency of departments that will remain or shift to remote working full-time.

Which departments will work fully remote is determined specifically by the nature of the work, role, department, direct manager, and by local management. In these cases, it is with a thoughtful review that this has been determined. Your direct manager will let you know if this is applicable to your position.

## **II. Setting Flexible Work Hour Standards**

Hybrid/flexibility is the best for our culture, allowing people the ability to be flexible with in-office and remote work options. With that, it is important to establish our “Standard Core Hours” as a guideline and best practice when working remotely or in-office.

### **Standard Core Hours**

- The Standard Core Hours within your time zone are 9am – 5pm. This is the standard core time employees are expected to be reachable, available for customers, meetings, etc., if no other “Individual Core Hours” are in place.

### **Individual Core Hours**

Employees can request flexible working (what we call “Individual Core Hours”).

- Employees must get their manager’s approval for any “Individual Core Hours” outside the “Standard Core Hours.”
- Cision will reasonably consider requests for “Individual Core Hours.”
- In addition, certain employees will have different “Individual Core Hours” that are specific to them based on their roles, duties, and/or life situations (e.g., support members working early/late shifts, childcare accommodations, personal appointments, meetings outside of “Standard Core Hours” etc.).

### **Meetings outside Standard Office or Core Hours**

Due to Cision’s global presence, it can be challenging to schedule all-company meetings within each time zone’s “Standard Core Hours.”

- That said, employees should use their best judgment when it comes to scheduling these meetings that are outside of “Standard Office Hours,” being considerate of time zones.
- If an employee needs to start their day earlier/later due to an out of time zone meeting that the employee is required to attend, the employee can reasonably end or begin their day earlier/later, as the circumstance allows.

### III. Important Reminders about Remote Working

**Health and Safety:** Employees must have the ability to work remotely in a safe environment with a reliable internet connection. If an employee cannot do this, they will be required to work in the Cision office where they were hired.

**Expenses:** Employees will not be reimbursed for any expenses associated with permanent remote working (e.g., office equipment, such as a desk or chair, power, internet, relocation costs, etc.) unless reimbursement is required by local law, as we feel the cost savings in commuting offsets this expense. If you have a specific equipment need required to perform your job, reach out to your direct manager. Any employees who do not have the ability to create a productive remote working environment will be required to work from one of our offices.

**Travel:** Employees may be required to occasionally travel to the Cision office where they were hired and will not be reimbursed for any associated travel expenses. Other business travel expenses (such as international travel for work purposes) will be reimbursed in accordance with our expenses policy.

**Immigration:** If an employee is approved to work remotely in a different country, the employee must have the legal right to work in the proposed country. Cision will not pay for or reimburse any immigration or visa costs.

**Core Hours:** Employees must be working during the Standard Core Hours reflected in this policy (unless other Individual Core Hours have been approved).

