



## **Workforce Flexibility Policy**

The skill and commitment of our employees is the foundation upon which our entire business is built. Our people are the essence of our organization and we are dedicated to actively supporting them.

As one part of this support, Plymouth works with employees on an individual basis to create reasonable flexibility in their work schedules, including options for Working From Home, telecommuting, and the possibility of less-than-full-time work.

Because we are a small organization and rely on collaboration, all flexible work structures need to be arranged with supervising management on an individual and on-going basis. As policy, we are committed to providing employees with flexibility in how they achieve their results, and extend these options to all employees, without discrimination based on individual characteristics or position in the company.

All flexible working conditions need to be clearly agreed to in advance and are regularly reviewed and adjusted as necessary to assure that they meet the needs and objectives of both the employee and the company.