

Flexible Work Policy

Policy Owner:	Human Resources
Policy Applies to:	All backstage non-union Teammates
Effective:	May 6, 2018
Last Updated:	April 25, 2022

Sobeys values flexibility within its workforce and recognizes the importance of fostering a culture that values connection, creativity and collaboration. This is accomplished in part by acknowledging individual needs, encouraging individual ownership of work and life goals, adhering to the values of trust and accountability, and making tools and processes available to enable Teammate flexibility.

Purpose

Flexible Work gives Teammates the opportunity to work with their Leaders to develop individual work routines that best fit their personal needs and those of the organization. Flexible Work is not an entitlement and may not be appropriate for certain positions. Flexible Work should be designed to provide the optimal level of flexibility to Teammates while maximizing individual and team performance to meet their work objectives.

Scope

All non-unionized backstage Teammates are eligible for Flexible Work but not all roles are suitable. Particular business requirements of the position must be prioritized. For example, shift work positions and frontline resources (such as customer service roles) may be excluded from participating in some or all Flexible Work due to the unique business requirements for these roles. Leaders and Teammates will work together to determine whether a particular role is suitable for Flexible Work available under this policy.

Types of Flexible Work at Sobeys

Sobeys Inc. supports the following two-part Flexible Work model:

- 1) **Hybrid Work** that can support in-office and telecommuting based on business requirements. Sobeys has set in-office expectations for Leaders and Teammates. In-office days can vary and will be managed through Leader and team discussion.

On average and over time:

- Teammates in roles below Director should be in the office (or store/RSC) two or more days per week.
- Teammates in Director roles and above should be in the office (or store/RSC) three or more days per week.

No documentation is required for Hybrid Work.

2) **Flexible Work Arrangements (FWAs)** that can support additional flexibility when appropriate and approved. There are three types of FWAs:

1. Flex Time:

Teammates work their scheduled five workdays but has a degree of flexibility on the start and end times. Teammates are expected to work a 37.5-hour work week covering the core business hours of 9:30 a.m. – 3:30 p.m. unless approved otherwise by their Leader. This applies to a request for flexible start and end times to a typical workday, not the occasional request to work a variation of hours in a workday.

2. Customized Work Schedules:

Customized work schedules such as job-sharing, part-time hours, or a compressed work week for unique personal situations are an alternative but should be considered on an exception basis only. Teammates wishing to request a customized work schedule should note that changing their job status may result in a change or loss of benefits.

3. Telecommuting:

Teammates can work from a remote location outside of their main Sobeys work location. This applies to a request for regular telecommuting for more than their hybrid days per week, not to occasional remote work or business travel.

GUIDING PRINCIPLES

1. The needs of the organization are the priority. This includes the needs of the customer and key partners, as well as the department(s) and the business unit that the Teammate supports.
2. Sobeys recognizes that Flexible Work is a mutually beneficial arrangement that:
 - Improves the balance between work and personal commitments.
 - Creates a positive and inclusive work environment.
 - Supports the attraction and retention of an engaged and productive workforce.
3. Not all roles are suitable for Flexible Work, depending on the nature of the work performed, including on-site requirements, equipment needs, health & safety, privacy concerns and individual considerations. Teammates should work with their Leaders to determine suitability.
4. Flexible Work should be reviewed by Leader and Teammate on a regular basis and is subject to change due to business requirements and/or Teammate specific reasons. Flexible Work routines may be changed or cancelled if the arrangement is no longer beneficial to Sobeys or the Teammate.
5. Flexible Work should be tailored to maintain the highest level of workplace collaboration possible within work teams.

ROLES AND RESPONSIBILITIES

Both leaders and employees have an important role to play in the success of Flexible Work.

Role of the Teammate

Teammates should discuss their Flexible Work preferences and how it could work with their Leader. This can happen at any time. Teammate responsibilities include:

- Clear expectations with their Leader regarding Hybrid Work.
- A Teammate-Leader discussion about proposed FWAs. In this meeting, Teammates who are seeking approval for an FWA must outline how the additional flexibility can work without impacting business requirements.
- If approved, a signed FWA form uploaded into the People Portal
- Ongoing discussions to ensure the FWA is implemented in a mutually satisfactory manner.
- Review of Flexible Work routines, including FWAs, when changing roles or managers and as part of the annual Goal Setting Process.

Role of the Leader

Leaders should expect Teammates to discuss their Flexible Work preferences and how they will ensure that business requirements are met. Leader responsibilities include:

- A holistic understanding of how Flexible Work, including other FWAs, works for their team.
- Clear expectations with their Teammate regarding Hybrid Work.
- A Teammate-led FWA discussion to evaluate individual and role suitability for FWA using the Leader Discussion Guide
- Confirmation that the request is not a medical or religious accommodation. If this is the case, work with HR to put the proper workforce accommodation in place instead.
- Where applicable, a team session to discuss Flexible Work and plan together how to work as a team to ensure the business needs are met.
- Regular review of Flexible Work routines, including FWAs, as part of the annual Goal Setting Process.

APPROVAL PROCESS

- Approvals vary by the type of Flexible Work Arrangement requested and approved forms should be uploaded in the People Portal.
- **Flex Time** is approved by first level Leaders, such as Managers.
- **Customized Work Schedules** require VP approval and HR involvement (due to potential compensation impacts)
- **Telecommuting** at the individual level that goes beyond the standard hybrid model requires VP approval. Roles defined as eligible for telecommuting must be approved by the functional ExCom member.

CONSEQUENCE OF NON-COMPLIANCE

As with any policy, violation or abuse will result in disciplinary action up to and including termination of employment.

Policy

- N/A

Procedures

- Flexible Work Toolkit

Instructions/Forms

- Flexible Work Arrangements (People Portal)