

Global Remote Work Guidelines:

BTS believes that growing our people and strengthening our culture - that sense of community that we have all grown to love and rely on - is paramount to our future success.  We expect certain things from our newest employees, but more from our managers and even more from our leaders.   Our leaders must serve their teams by being present with them – both physically present and virtually present.

We do our best work together. What creates our BTS culture is the energy and ambiance that comes from working together with our colleagues in service of amazing client impact.   As the economies open, we will have that space again, in front of clients, and the office is an important enabler for that culture to flourish. The interactions and opportunities for ad-hoc mentoring, apprenticeship, recognition and learning from one another is stronger when we are in the same space.

We also recognize that a full life is one where a BTSers career and personal life exist in balance, but there are inherent tensions and having the flexibility to navigate both is key.

As life begins to return to some level of normality, it is **key to our culture of freedom and responsibility that local leadership teams experiment and learn** how to best:

* Ensure there are enough people in the office to grow talent and strengthen the culture.
* Improve engagement & retention.
* Ensure that leaders bare the largest responsibility to be present with their teams, direct reports and BTSers on a regular basis.

Currently there are different situations for our employees:

* **Office based with flexibility to work remotely** – flexibility to combine work from an office with work from home. To accomplish this, our guideline is that BTSers spend **50% or more** of their time **at the office when not travelling**.
* **Remote based workers** - an individual employee works somewhere other than a BTS office location.  **Prior approval (by HOO/HOR) is required** and will largely depend on the type of work performed and the implications of the remote based working.
	+ Remote working **beyond country borders** is very exceptional and needs to be thoroughly checked for legal/tax obligations.
* **Leaders of the office** – leaders are responsible for growing our people and strengthening our culture - that sense of community that we have all grown to love and rely on. This means that **their presence at the office is recommended for at least 50% when not travelling**.
* **Some jobs** may require constant presence at the office due to their roles. For example, a role such as an Office Manager. Each HOO will specify the roles that need to have constant presence in the office.

We appreciate that there are times in a **BTSer’s life that may warrant additional work flexibility** such as the birth of a child, a sick family member, or other life events. We are **committed to supporting** your needs in these moments.