



BV FLEXIBLE WORK POLICY

GROUP HUMAN RESOURCES

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**BUREAU
VERITAS**

Title:	Group HR 004-PO – Flexible Work	Revision:	n/a
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Flexible Work

Purpose and Introduction

Flexible work can provide many benefits to employees and to the company, including enhancing the group's culture that is defined by our Values (see 'Benefits of Flexible Work' below).

The company therefore commits to work continuously with its employees to identify opportunities for flexible working, including when, where and how employees work.

Scope

This policy applies to all employees of the group, regardless of the role they perform. However, local rules and regulations may provide more criteria about which employees are eligible for different aspects of flexible work and these need to be followed. In addition, an assessment of each role by management is required to understand where flexibility is possible (see 'Implementing Flexible Work' below.)

Definition

Flexible work can include:

- **When** we work, for example:
 - different start and finishing times each day, but with the same total work hours
 - compressed hours (the same total work hours, but with fewer actual full days worked)
 - reduced total work hours for less pay (part-time work requested by employee)
 - job-sharing (less total work hours with less pay requested by employee, where part of one's job is shared with someone else)
- **Where** we work, such as:
 - Bureau Veritas premises that are not the local/usual office of the employee
 - different spaces within Bureau Veritas offices
 - at home
 - clients' premises
 - shared/co-working spaces
- **How** we work, for example:
 - optimizing different technologies in order to increase personal efficiency/productivity
 - learning, testing and applying new working methodologies, such as design thinking, and agile working.
 - connecting with clients, colleagues and other stakeholders through different channels, times, etc. This can enhance our services, work-life balance, collaboration, etc.

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Benefits of Flexible Work

Flexible Work can help enhance the group’s culture and improve our people’s lives:

Bureau Veritas considers opportunities to implement flexible work as a way to reinforce how we ‘live’ the BV Values. Examples of this:

- “Open & Inclusive”: flexible work can attract and engage more diverse talent by recognizing people’s responsibilities outside the workplace.
- “Responsible”: leveraging technology can reduce unnecessary travel, including commuting, and can reduce the group’s carbon footprint.
- “Trust”: we trust our people to perform optimally and support each other while adopting ways of working that are most effective for individuals and teams.
- “Ambitious & Humble”: we aim to lead industry in setting new ways-of-working, making better use of technologies, and continually learning how to deliver more value to business and society.

Flexible Work can support the company in meeting its sustainability commitments, including benefits to society:

Meeting the group’s corporate social responsibility targets can be supported through flexible work, such as:

- improving the group’s ability to attract and engage talent that is underrepresented relative to the businesses and communities we serve
- increasing employee engagement
- exploring new ways of working, such as inspections requiring less/different physical presence that may reduce accidents and lost days
- increasing employee training by having more opportunities to undertake e-learning and virtual classrooms in spaces that are more conducive to such training
- reducing CO2 emissions through less office space requirements and less commuting

Implementing Flexible Work

We are a diverse business operating in more than 140 countries with hundreds of different roles. Therefore, local line management is responsible to evaluate/approve/adjust, etc. any flexible work opportunities and take into account many factors including:

- local agreements, policies, regulations, etc. of each office, division, territory, etc.

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- the impact on individual roles. For example, some roles may almost always require physical presence/set hours, such as roles that perform client inspections, testing in laboratories, etc.
- a regular physical presence provides value in collaboration and connections that cannot be replaced through remote working: working ‘anywhere at any time’ is therefore not part of what makes us successful
- our performance and development culture is maintained: MyPerformance@BV and MyDevelopment@BV must not be adversely impacted, this includes achieving our objectives (the ‘what’), and ‘how’ we achieve our objectives
- effective communication mechanisms need to be put in place. For example, working in different locations usually requires more (virtual) team meetings to compensate for the collaboration/connections that physical interactions provide.
- employee safety and well-being must not be compromised
- an initial application and approval process for flexible work should be followed by subsequent reviews on a regular basis