

Granicus Global Remote Working Policy

Granicus' Global Remote Working Policy (the Policy) applies to employees of all Granicus subsidiaries and affiliates (Granicus). The Policy also applies to third party consultants and contractors working on behalf of Granicus, subject to the terms of the Third-Party Consultants and Contractors section below.

In all cases remote working should be achieved without adverse effect on the overall efficiency and effectiveness of teams, functions, customers, and the business as a whole. Any remote working arrangements require close cooperation within teams and our broader business to ensure we continue serving Granicus customers and their audiences.

For the purposes of this Policy 'work location' or 'location of record' refers to the registered Granicus office recorded on an employee's employment documentation, or to their home address as registered with Granicus.

Granicus Employees

The Policy is intended to provide flexibility for Granicus employees by providing the freedom to work from home instead of a Granicus office, where possible. It is recognized that due to the breadth of roles across Granicus, some employees may be required to work in their assigned Granicus office on a regular basis; or attend their Granicus office when requested in order to facilitate business activities e.g., customer meetings, QBRs.

In some instances, an employee may wish to permanently or temporarily relocate to a different state, county or country. Whilst Granicus aims to be flexible, it may not always be feasible. Any request to work from another location must be approved in advance by the relevant Executive and Human Resources, by completing the Remote Work Location Change Form ([link](#)). The form will allow employees to request in writing, outlining how the employee's work and/or Granicus customers will not be impacted by the move and whether it is feasible based on local laws and regulations (such as employment, tax and workplace health and safety (WHS)).

General Relocation Guidelines:

Location Change	Duration of Stay	Request Form Required?
Country to Country	Any	Yes
State to State (US)	Less than 15 days	No
State to State (US)	15 days or more	Yes

[Remote Work Location Change Form](#) - Employee is required to submit and complete within a foreseeable and reasonable timeframe before the location change effective date.

In the event a request for relocation is granted, Granicus will not provide the employee relocation support, sponsorship, or financial support. If the request is denied, it is expected that the employee will remain in the original location. Failure to do so will be deemed a voluntary resignation.

Employees joining Granicus via a merger or acquisition

Granicus understands that arrangements and policies may be in place within legacy organizations prior to an acquisition. During integration, Granicus' intention will be to align newly joining employees to this Policy. In the event legacy arrangements fall outside the Policy, Human Resources will work with the relevant Executive, managers, employees and integration leads to agree on an arrangement which is aligned with the Policy while ensuring optimal customer outcomes and business results. While Granicus aims to be flexible, continuation of existing arrangements cannot be guaranteed.

Third-Party Consultants and Contractors

Where possible, third-party consultants, contractors, solo practitioners and/or sole traders providing services to Granicus should be situated in a location where Granicus has an established entity, and in which they have the legal right to work.

Exceptions may be granted on a case-by-case basis where there is a compelling business reason, provided that the location's official travel advisory status is considered no higher than a Level 2*. Any exception must be approved in advance by the relevant Executive and Human Resources.

Requests to Work Outside Employees' Location of Record and Basis of Decisions

Any request to work from another state, county or country (including working while traveling internationally) must be put in writing to your immediate manager and Human Resources within a reasonable timeframe to enable a decision to be made by submitting the [Remote Work Location Change Form](#). Employees must ensure requests have been approved by Human Resources before travel arrangements are made. Only 1 request per year will be approved, unless there are extenuating circumstances. Exceptions will require approval by the relevant Executive.

When determining the feasibility of the request, the following factors will be taken into consideration:

1. The current work location
2. Employment, tax, WHS, privacy laws and regulations in both the country of employment and visiting / transferring country
3. Customer and commercial agreements that may include location restrictions
4. Whether Granicus has an established office in a location
5. The nature of the employee's role
6. Length of time of the move i.e., permanent or temporary
7. Does the employee have the right-to-work in the future location
8. The distance between the existing Granicus location and the new location
9. Commercial impact on business (i.e. increase in cost of work travel expenses)
10. Demonstrated performance and the impact of the relocation on future performance

In addition to the above, temporary or permanent international relocation will also be subject to the following considerations:

1. Any applicable security threats associated with working from the future country
 - a. <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
2. Tenure in role, e.g., is a probationary period being served
3. Does Granicus have a legal entity in the future location

Employees must obtain written approval from Granicus prior to travelling in the form of a Working Travel Agreement. Failure to do so may result in disciplinary action.

**Refers to the Travel Advisory status as published on
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>*