

# Hybrid Work Policy

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<b>Policy Owner:</b>	Human Resources
<b>Policy Applies to:</b>	All Sobeys non-unionized Backstage Teammates
<b>Effective:</b>	April 11, 2023
<b>Last Updated:</b>	Replaces Flexible Work Policy

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## Purpose

We believe that an in-person culture of connection, creativity, and collaboration is critical to our success. This policy provides guidance on our Hybrid Work at Sobeys Inc.

## Scope

All non-unionized backstage teammates.

## Definition of Hybrid Work

Our hybrid work model requires teammates to work a minimum of three days per week from the office (or RSC/CFC/store as applicable). Where business requirements allow, teammates can work from a remote location for the remaining days of that week. All teammates are expected to work a 37.5-hour work week covering the core business hours of 9:30 a.m. to 3:30 p.m. in their region.

Leaders are accountable to ensure that all teammates in scope adhere to the policy. Teammates are expected to work with their manager to ensure they can meet the requirements of their job.

## Exceptions to Hybrid Work

Any working arrangements that are an exception to this policy will require approval.

- **Flexible working hours:** Teammates work their scheduled five workdays but request flexibility on start and end times beyond the core business hours of 9:30 a.m. to 3:30 p.m. Requests require manager approval.
- **Flexible working location:** Teammates work their five scheduled workdays but request temporary flexibility on their work location. Requests for exceptions of up to three weeks annually require manager approval. Requests for exceptions of more than three weeks annually require VP approval.
- **Customized work schedule:** Teammates have work arrangements such as job-sharing, part-time hours, or a compressed work week. Teammates wishing to request a customized work schedule should note that changing their job status may result in a change in compensation or loss of benefits. Teammates with a compressed work week are expected to be in the office three days per week. All requests for customized work schedules require VP and HR approval.

### **Medical or religious accommodations**

Medical or religious accommodations are available. Teammates should discuss this with their manager, who will work with HR for review and approval.

### **Additional Guidance**

- Leaders are accountable for ensuring their teams are delivering on their mandate and business goals. Not all roles are suitable for hybrid work when considering things like equipment needs, health and safety, privacy concerns, etc.
- Exceptions should be rare and will be reviewed by HR to support consistent application across teams. They are not indefinite and must be renewed annually as part of performance and goal-setting conversations.
- Exceptions can be changed or cancelled at any time with four weeks of notice if the arrangement is no longer beneficial to Sobeys or the teammate.
- Approved exceptions must be documented in the My Profile section of your People Portal.

### **Consequences of Non-Compliance**

Any violation or abuse of this policy will result in disciplinary action up to and including termination of employment.

### **Policy**

- N/A

### **Procedures**

- N/A

### **Instructions/Forms**

- Hybrid Work Exceptions (People Portal)