

US Workflex Program Frequently Asked Questions

1. Are there specific jobs that are identified as Workflex jobs?

No. Boston Scientific does not specifically identify certain jobs as Workflex eligible. If you are interested in the Workflex Program, we encourage you to have a discussion with your manager about your interest as outlined in the Workflex Program Guide.

2. Can a manager say no to a Workflex request?

Yes. When you submit a Workflex request a manager evaluates various criteria. If a manager determines that a Workflex arrangement may not be well suited for a particular role or individual and/or may have a negative impact on the business, they can (and should) say no. The manager is responsible for giving the employee a response with the rationale underlying the denial of his or her proposal. Also, an employee's initial and continued eligibility for a Workflex arrangement is contingent upon successful work performance. Employees who receive a performance rating of *Improvement Required* are generally ineligible.

3. Before I approach my manager about a Workflex arrangement, is there anyone I can go to for assistance?

Yes. The first place to start is with the Workflex Policy and the Guide. After reviewing those documents, you can direct questions to your HR Business Partner who also may give you initial input regarding your proposal.

4. How long can I be in a Workflex arrangement?

Approved Workflex arrangements are usually subject to an introductory trial period (e.g. three or six-month trial period) during which the success should be carefully evaluated by the employee and manager. Agreement should be made as to what timeframe and metrics will be used to evaluate success of the Workflex arrangement. Once the introductory trial period has passed, managers should regularly review whether such arrangements remain appropriate based on the employee's performance and evolving business needs. All Workflex arrangements are granted on a revocable basis and are subject to review and assessment. The company may determine that an arrangement needs to be discontinued at any time.

5. If I am currently on a flexible work arrangement (that began before the Workflex Program was introduced), do I need to follow the process under the Workflex Program?

You can continue on your current arrangement as long as your manager is comfortable that your arrangement does not have a negative impact on the business. At the next review meeting with your manager regarding your Workflex arrangement, we ask that you complete the Workflex Proposal Form for documentation purposes, which can be found on HRConnect by clicking on the Employee Information Guide link in the Appendix section on the main page.

6. If I am in a Workflex arrangement that reduces my hours worked, how will that impact my pay and benefits?

Your pay and vacation accrual may adjust to reflect your new work hours. If you have specific questions about pay and benefits impact, you should refer to the applicable policies in the Employee Information Guide or speak with your HR Business Partner.

7. Can I have a rotating Workflex arrangement with one set of hours one week, but different the next?

No. If requesting a Workflex arrangement, a specified, consistent schedule and duration should be agreed upon as part of the Workflex Proposal Form.

Manager-Specific FAQs

8. What if everyone on my team wants to be on a Workflex arrangement?

The ability to continue to meet business requirements must be the primary factor with any decision to approve or deny a Workflex request. The manager will work with their Department Head/VP and HR Business Partner on whether to allow Workflex arrangements and how to schedule them if the demand is high within a particular work area. It is important to work closely with your HR Business Partner, especially if you receive any Workflex proposals that involve compressed work weeks, have potential impact on overtime calculations, or influence benefits and vacation accruals.

9. What if business or market conditions change and I need people to revert to a different schedule or be in the office?

As a manager you will need to always be assessing the business risks and flow to ensure we are meeting and/or exceeding our deliverables. Moving in and out of these arrangements can be challenging if there are issues involving day care or elder care arrangements, carpooling, or work at home situations among others. Working with your HR Business Partner will help to establish the communication plan and appropriate timeframe for re-adjustment,