Sparkies are passionate professionals and creativity junkies. We celebrate our differences because it's those differences that make us authentic. We put ourselves in the shoes of co-workers and clients and fiercely champion what's important to them. We do our best work when we're collaborating as a team, whether from the office or our homes, because our culture is not a location, it's who we are.

— Sparkhound Culture Statement

Sparkhound's culture is unique, and we want to keep it that way regardless of where our employees are working. As we move towards a more hybrid-centric work environment, we must ensure that the Sparkhound culture not only remains intact, but also flourishes.

In general, Sparkhound seeks to empower you to decide where you will be most effective. There is no one-size-fits-all plan, but the guidelines below are designed to maintain the benefits of social collaboration of working in an office while supporting the flexibility of working remotely. If it is determined that you're unable to follow these guidelines or if these guidelines prove ineffective at maintaining strong social collaboration with co-workers, Sparkhound may mandate in-office work environments in a case-by-case basis.

<u>**Guidelines**</u>

General

- Our hybrid workspace model allows you to choose where you do your best work. At this time, a mandatory office schedule is not being imposed, but each department or Competency may require its employees to be at the office on certain days, either on a recurring or ad hoc basis.
- If you live near one of the Sparkhound offices but choose to work the majority of your days remotely, make time to come by the office regularly (e.g., once week) to collaborate in order to have facetime with coworkers.
- If a client, your manager, or a teammate requests a meeting be conducted in-person, this request should be considered mandatory.
- This flexibility does not diminish performance standards. You are still expected to meet or exceed utilization targets and deliverable goals.
- If you choose to work remotely:
  - you are expected to carry out the same duties, work hours, assignments, and other work obligations at home as when in the office.
  - be on time for all internal and external meetings.
  - dress as though you are going to the office.
  - your remote workspace should be quiet with minimal distractions.
  - protect any private or proprietary data and maintain Sparkhound's security standards.
  - carefully consider your workweek and determine which days allow working remotely. A decision to work remotely should never be made to the detriment of a deadline or meeting.
- Not every role is eligible to work remotely.
- The layout in each office is (or will be) designed to support a more remote workforce. This may include "hoteling" or replacing assigned seating in our offices with 'reserved' seating when needed.

Collaboration/Social

- Because the majority of our projects are team based, collaboration is essential. If you are working remotely, you must leverage all collaboration tools available (chat, video conferencing, instant messaging, message boards, etc…) to build comradery and relationships both internally and externally.

- The company provides both mandatory and optional opportunities to interact with co-workers (town halls, departmental meetings, etc), but employees are ultimately responsible for staying engaged and involved regardless of location.
- All employees are expected to be available on MS Teams and IM during scheduled work hours and respond to emails within a reasonable timeframe.
- If your client/potential client is willing to meet in person, hold the meeting in person.
- When participating in internal or external virtual meetings, your video camera MUST be on, unless otherwise directed by the meeting host.
- Be proactive. Seek opportunities to meet with and interact with co-workers both online and off.
- Don't forget the importance of small talk before your meetings begin. Casual conversations before the meeting starts can help set the stage for successful interactions.
- To further help facilitate the synergies of working together in person, managers and team leads of any projects, internal initiatives and smaller initiatives will facilitate a day to work from the office and/or have lunch together. These gatherings, although informal, are mandatory.
- Add content and participate in discussion in the Baton Rouge, Houston, Dallas, Birmingham and companywide Pack Chats.

Participating in company/region events
- Thursday bi-weekly companywide all hands calls are mandatory with the exception of conflicting client meetings.
- To maintain the unique Sparkhound culture, the company will host in-person social and networking events on a regular basis where in person attendance is mandatory unless approved otherwise by your manager. Ample notice will be provided.
- If you work outside one of our regions
  o you are expected to attend all virtual events.
  o you and your manager will determine which (if any) events you should attend in person.
- While it isn't mandatory, Sparkhound supports your personal preference to wear a mask when working from the office or attending Sparkhound events.
- Current Recurring Meetings:

Meeting Name	Leader	Who should attend	Location	What is covered (Mandatory/Optional)
Companywide All Hands *Bi-weekly*	Shawn Usher Jason Lasseigne	All Sparkies	Teams Call	Company updates, team and individual recognition, client success stories, upcoming events. Mandatory
Team meetings (competencies, departments, etc) *Bi-weekly*	Team leader	Team members	Teams Call and/or In-person	Reinforce company messaging, team and individual recognition, client status, project status/next steps, team initiatives, improvement opps. Mandatory
Happy Hours *Bi-weekly*	Multiple	Multiple	Teams Call and/or In-person	Casual conversations and updates. Mandatory
ELT Office visits *Monthly*	Shawn Usher Jason Lasseigne Dan Lynch	Employees who work in the region	In-person	Company or region specific topics, i.e., strategy, vision, improvement opportunities, etc. Optional
Town Hall *Quarterly*	Leader from the region	Employees who work in the region	In-person	Company updates, kudos, client and team updates/successes. Mandatory