



Temporary Work Adjustments during COVID-19 (U.S. Only)

MMGY Global is committed to keeping our employees safe during the global COVID-19 pandemic. As we start to return to our offices globally, we continue to follow Federal and Local employment guidelines and will be making temporary remote work options available for regular full and part-time employees who fall into one of the following categories:

1. People at Higher Risk For Serious Illness from COVID-19

The CDC has identified specific groups who may be at greater risk of serious illness if they were to contract COVID-19. If you or a close family member fall into this category, and the state has both announced transmission of COVID-19 in your community and there is a daily increase in total cases in your community, you may request a temporary remote work arrangement from Human Resources.

2. Employees Who Are Ill or Have Sick Family Members

a. If you are unable to work because you are caring for a sick family member (as certified by a treating medical professional), you may:

- Request to take time off under the FFCRA, FMLA, CFRA or another similar qualified leave, including any unpaid family leave that is applicable to the state or country that you live in.
- Request to take PTO.
- Request a voluntary leave of absence.
- All of the leaves listed above must be requested directly from Human Resources prior to any time off being taken. If you have questions about which leave applies to you, please contact Human Resources directly.

b. If you are able to work while caring for a sick family member (as certified by a treating medical professional), but are unable to work traditional working hours, you may request to work a temporary, adjusted work schedule.



3. Employees Subject to Quarantine or Self-Monitoring

If you are subject to quarantine or self-monitoring as mandated by a local public health department/official or by your treating physician, you must immediately contact HR and may then request a temporary remote work arrangement for the duration of the quarantine period (if your job is one that can be performed at home and you meet the eligibility requirements listed further below in this policy). You will need to provide Human Resources with written documentation of the need to self-quarantine and, if your job is not one that can be performed at home, you may request to use PTO. If you do not have any paid leave, you may be entitled to request/take unpaid leave.

4. Returning to the Office Following Voluntary Travel

An employee who elects to travel to a high-risk location (as defined by the CDC as a Level 3 area or by your local/state government travel advisory) must advise their supervisor in advance and must either request a temporary remote work arrangement, request to use additional PTO, or request and take unpaid time off for the duration of the necessary self-quarantine period after returning from travel (14 calendar days, as directed by the CDC). Temporary remote work arrangements are subject to approval based on the requirements listed above.

5. Employees Who Become Ill During Quarantine Period

If you become sick during the quarantine or self-monitoring period, you need to notify Human Resources immediately to discuss what options may be available to you. Prior to returning to work, you will need to submit a return to work note from a treating physician directly to Human Resources.



6. Employees Impacted by School Closures

a. If your child's school has closed or has shifted to a remote schooling arrangement due to COVID-19, you should discuss the following options with Human Resources:

- Request a temporary remote work arrangement
- Request a temporary flexible work schedule
- Request to take PTO
- Request a temporary leave of absence

b. If working remotely and you are unable to work full time or within your traditional work schedule, please meet with your supervisor and HR as soon as you are made aware.

7. Co-Worker Comes to Work and Is Subsequently Diagnosed with COVID-19

a. If a colleague who you have had direct contact with has come to work and is then diagnosed with COVID-19, we will work with the CDC and the Department of Health to determine which employees need to self-monitor or be quarantined.

b. If you are required to self-quarantine by the CDC, MMGY Global will either provide you with a temporary remote work arrangement or temporary leave for the quarantine period, based on business need.



Additional Notes and Considerations for Remote Work/Telecommuting

As a creative agency MMGY Global believes that our best work is done in a collaborative, interactive environment, with that work being facilitated best via in-person interaction. With that in mind, MMGY Global's goal is to return all employees to the physical office environment as safe as it is to do so, unless an employee meets one of the criteria listed above or otherwise needs an adjusted work schedule as part of an accommodation under the Americans with Disabilities Act. With that in mind additional considerations for remote work include, but are not limited to the following:

Remote Work/Telecommuting is a work arrangement in which some or all of one's work is performed from home or another off-site location, and must be requested and approved in advance from Human Resources when related to COVID-19 or another personal health circumstance. Other temporary remote work requests that are not related to COVID-19 or a personal health circumstance may be requested from a supervisor directly.

When working remotely in any capacity, the company's standard business hours, as well as working hours for the employees original working time zone, apply unless a variance has been requested and approved prior.

Employees will be required to continue to fulfill all of your normal duties while telecommuting. It is your responsibility to ensure that you are connecting securely and following all MMGY Global policies related to access, data security, and data confidentiality.

Unless advised otherwise, the option to telecommute is expected to be short-term and MMGY Global will continue to monitor guidance from health officials and the need for telecommuting arrangements. You should not assume any specified period of time for telecommuting, and MMGY Global may require you to return to regular, in-office work at any time.

Employees requiring remote work, a schedule adjustment, or any other workplace accommodation should speak with their designated HR Partner directly and before any adjustment to work schedule or environment is made.

