



PLEXUS CORP.

HYBRID WORKPLACE FLEXIBILITY GUIDANCE

Purpose

To provide employees and leaders flexible workplace guidance. A hybrid flexible workplace means employees have the ability to work from a Plexus building, home or other location where the expectations of the job can be reasonably fulfilled with negligible impact to others, the business or Plexus culture. Each employee is accountable to positively contributing to our culture. This happens through ad-hoc interactions, collaboration, building relationships, open communication and being available to other employees. Working together to ensure success for each other and our customers is a responsibility in being part of the Plexus family.

Scope

This guidance pertains to salaried office employees working in a U.S. location.

Philosophy

How an individual executes to their key job accountabilities while demonstrating behaviors consistent with the Plexus Values and Leadership competencies will look different for each role in our organization. Our diversity and inclusion principles recognize that every Plexus person is unique and has different talents, capabilities, workplace preferences, career goals and personal situations. Our commitment to employee wellness includes supporting employee work/life balance. Considering these factors, it is apparent that there is no one-size-fits-all solution to workplace flexibility. Plexus is committed to being an Employer of Choice and fostering an environment where all of our people are able to reach their full potential.

Our philosophy around workplace flexibility recognizes that the culture at Plexus has long been held as a key element of our employee value proposition; our employees value the strong sense of family and connection that is foundational to our culture. We recognize that teamwork and collaboration foster innovation and enable our individual success. We leverage the talents and input of our coworkers while creating solutions for our internal or external customers. Coaching and impromptu networking opportunities are optimized when we are physically co-located. Our workplace flexibility



solutions need to ensure these tenets remain top priority, as they are vital to Plexus' long-term continued success.

Ultimately, employees and leaders will need to evaluate the needs of the person, job, team and workplace to find individual solutions to enable workplace flexibility.

Procedure

The employee and manager, with the assistance of human resources, will evaluate the job, team and employee's suitability for workplace flexibility. The respective PLT member, General Manager or Sr. Site Director will give final approval.

Job suitability

The employee and manager will discuss and assess the needs of the job to determine if it can be effectively performed with workplace flexibility. If the expectations of the job change, the impact to workplace flexibility should be re-assessed.

Team suitability

The employee and manager will weigh the impact of workplace flexibility on others. When an employee is working remote, it should not impact another employee's ability to successfully and efficiently perform his or her work. Specifically, impact to communication and collaboration should be minimized. Leaders are encouraged to apply equitable principles to their team members and strive for consistency across team members with similar roles. If the needs of the workgroup change, the impact to workplace flexibility should be re-assessed.

Employee suitability

The employee and manager will discuss the performance and productivity expectations within the flexible workplace situation. If the employee is underperforming, the workplace flexibility situation should be re-assessed. Managers should seek to understand the circumstances that will allow each employee to achieve the success and flourish.



Workplace flexibility expectations

The employee and manager will align expectations on how often the employee works from any location. The manager is empowered to use their best judgment, keeping in mind the following:

- The percentage of time in a Plexus building versus at home or other remote location should be at least 50/50 unless there are extenuating circumstances
- Certain events or activities may require in person attendance rather than virtual attendance
- Employees and managers should review schedules on a weekly basis to ensure minimal impact to others (i.e. work for your day concept should be utilized as days/times/types of meetings may change week to week)
- Communication expectations regarding being in person versus remote

The employee and manager will determine physical workspace needs and equipment for supporting a flexible workplace.

- Plexus will maintain equipment supplied by the organization
- Plexus equipment will be used for business purposes only
- Employees will maintain a quiet, professional and distraction-free workspace, when working remotely
- Employees will maintain their workspace safety, free from hazards