6th Swiss Employer Branding Forum

FlexWork@SAP

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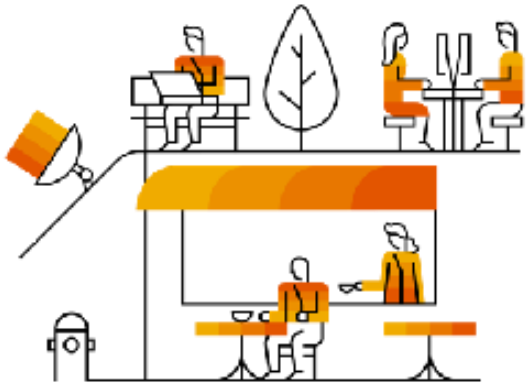
Elements of New Work

Elements of Flex Work – When, Where and How

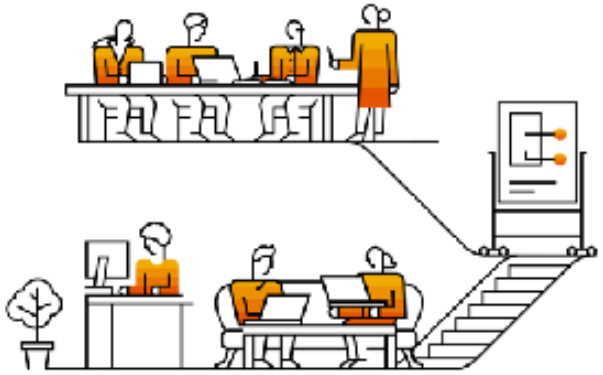
Flex Time

Hours and days when we work, for example workday start and end times, full-or part-time



Flex Location

The physical place where we work, for example office, home, mobile



Flex Workspace

The physical office environments best suited for different types of work, for example concentration or collaboration

Pledge To Flex

Our Pledge to Flex – Build on trust, respect, and responsibility

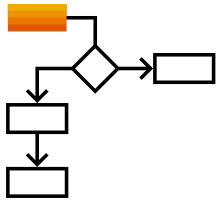
SAP's Flex Work sweet spot

other companies

Free floating without obligations to anyone

Empowered along business requirements

other companies



Strictly managed in all decisions and actions

On the continuum of a Flex Work Approach our **sweet spot** lies right in the center and stands for responsibly balancing individual preferences with business, customer, and team requirements

Pledge To Flex – a global commitment

- A 100% flexible and trust-based workplace as the norm, not the exception
- An inclusive environment in which people can work from home, at the office, or remotely in Switzerland (or abroad), so everyone is empowered to run at their personal best, driving success for SAP's customers
- Flexible work schedules, so employees can decide when they work aligned with business needs
- Inspiring office designs tailored for creativity, collaboration, community, and focused work, enabling employees to find the right space for every task
- Office buildings that prioritize sustainability and health
- An approach that meets local regulations across the many regions where our employees work

Flex Time

Flex Time Elements @SAP Switzerland

Trust-based working model

Daily Flex Routine

Employees organize their own working time as they see fit while ensuring they meet operational requirements. They can assume responsibility for when their working day starts and ends, when and for how long they take their breaks, and for any other interruptions in their work, considering operational requirements, labor law, etc.

Scattered Working Hours

In alignment with the responsible manager, the daily working hours can be distributed over the day and also performed during off-peak times.

Other elements wrt Flex Time: **Part time/ Sabbaticals**

Flex Location

Flex Location

In general, employees shall be allowed to work remotely if the employee can continue to guarantee fulfilling the obligations of his/her role.

Home Office

Employees may work from home provided their work allows them to do so and their line manager has agreed. Labor law and Company policies apply in the same way regardless of whether employees are working at home or at the Office; employees must adhere to them strictly. The work-at-home arrangement is a voluntary offer.

Remote Work

Employees may work outside their residence in a different place in Switzerland. Same rules apply as for Home Office. The remote work arrangement is a voluntary offer.

Working abroad for personal reasons

Employees may only be allowed to work from abroad in exceptional circumstances and given compliance requirements have been assessed by HR/ Global Mobility on an individual case basis. SAP aims to enable working from abroad for personal reasons for as many country combinations as possible, while balancing employee interests, employer obligations, corporate risks and process capabilities. Employees are eligible to work from abroad for up to **30 working days** within **any twelve-month rolling period** following a manager approval process.

Hybrid Work – bring it effectively to life
Example – Flex Team Workshops

✓ Understanding business needs and every team member's requirements
✓ Aligning on key activities and social interactions in the office as well as when working remotely
✓ Building consensus on a tangible hybrid work plan

Identify which elements of the team's work can thrive while working from anywhere, and when, why and how often the team should be together in person

Determine what **blend of on site, hybrid, and remote work** fits team culture, business responsibilities, and goals

Discuss and test agreements while learning, there will never be complete clarity of all influencing factors

Flex Team Workshop provides a structured approach

Flex Work Space

Flex Work Space - Activity Based Working

Work is not a place, it’s an activity

Flex Workspace an activity-based environment enables us do our work when we are **in the office**.

Activity-based work environments are human centered, allowing employees to work how and where they want based on their task. This model improves employee focus, inspiration and engagement by providing the freedom of choice.

The goal is to provide employees with 3 distinct areas within the office to meet the common tasks during the day: **Communication**, **Collaboration** and **Concentration** Spaces. Additionally we provide **Community** Areas in which all of the 3 C`s can take place

Flex Work Space - Activity Based Working

COLLABORATION

- Open workspace, focus rooms
- Collaboration spaces for both informal and formal meetings
- Design thinking and Video Studio

SOCIAL SPACES

- Work Coffee
- Club Coffee`s

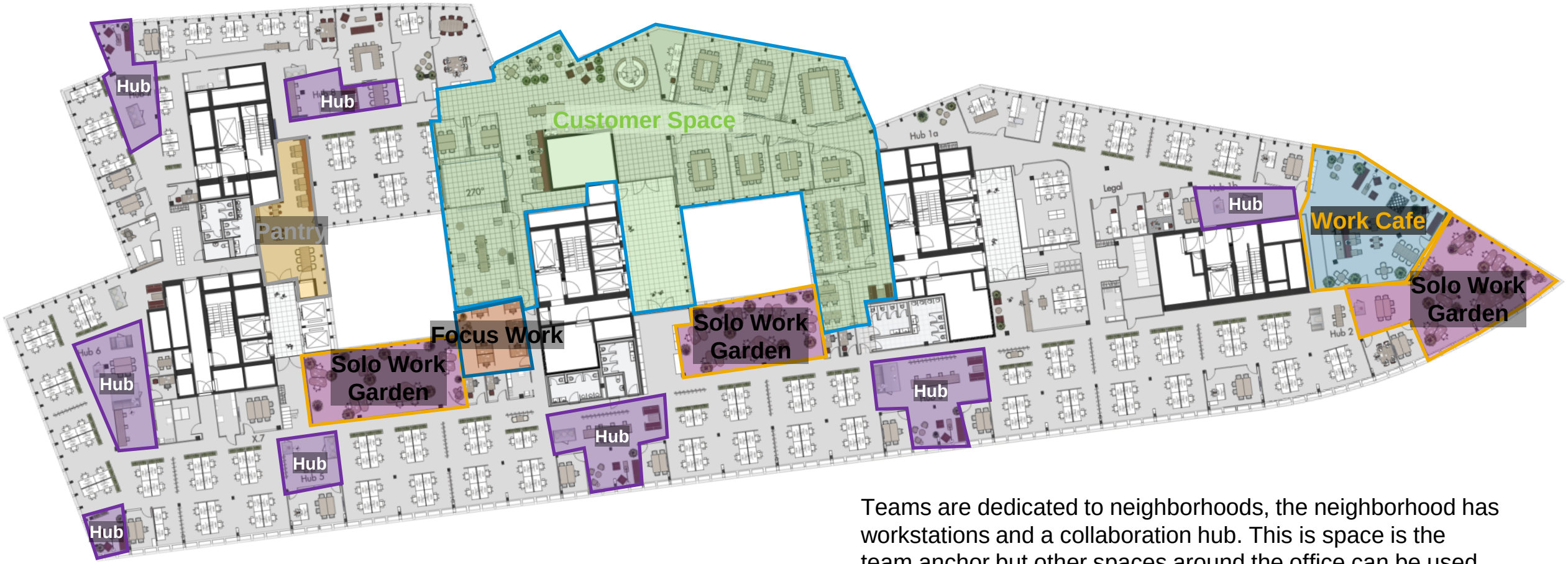
FLEXIBLE WORKING

- Choice of work settings
- One cable connection for all devices
- Lockers, small and large
- Quiet areas
- Club arrangement by Industry

WELLNESS

- Parents & Kid Room
- Garden Areas
- Retreat spaces

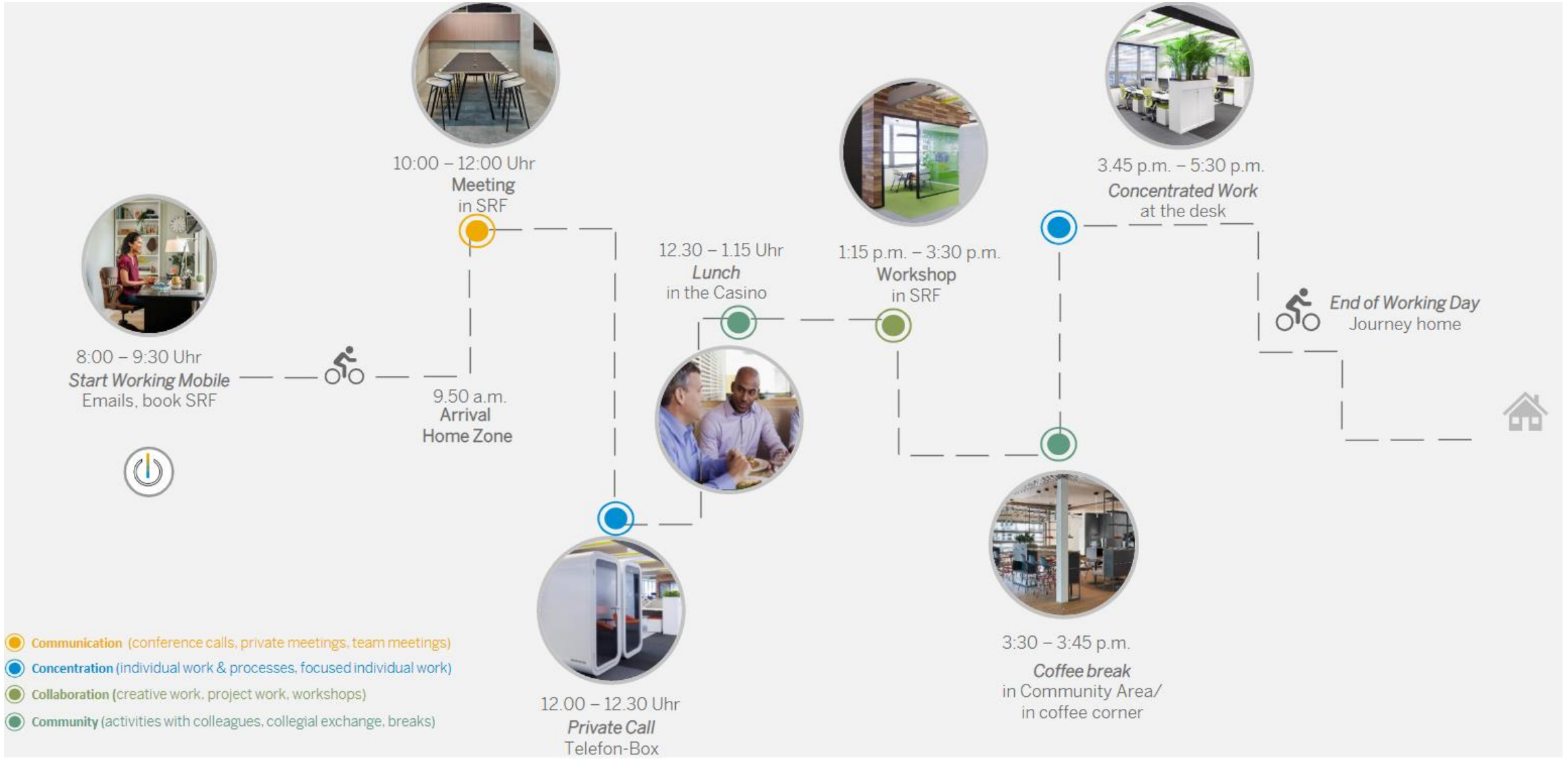
Environments in the Circle



Teams are dedicated to neighborhoods, the neighborhood has workstations and a collaboration hub. This is space is the team anchor but other spaces around the office can be used by the employee.

Different Amenities are provided in addition to workstations and meeting rooms.

Activity-Based Working Example



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