



Williams Mullen Statement on Attorney Work Flexibility

We believe that we most efficiently and effectively serve our clients, train and develop our people, maintain our desired workplace environment, and perform our best when we work together in our offices. We also understand that autonomy and flexibility are part of the work experience at Williams Mullen, and we have a high level of trust in our attorneys. We recognize that what is appropriate can vary significantly depending on numerous factors such as experience level, workload, staffing levels, management/leadership obligations, and mentoring/training responsibilities. Because no two situations are the same, there can be no “one size fits all” policy that will meet everyone’s needs and desires. Rather, we are providing the following guidance to ensure that the expectations of our attorneys are consistent with the firm’s expectations and with our expectations for each other.

“Life happens” flexibility is always available when dependents are sick, child-care is interrupted, the HVAC repair person is coming to the house, work requires an environment more isolated than the office, or your mental or physical health requires you work from home that day.

That said, attorneys benefit significantly from being in the office. Mentoring, training and teaching are usually more effective in an “in person” environment. Resources and administrative support are readily available in the office to make our jobs easier and more efficient. In addition, working in the office is conducive to improving skills in the areas of business development, leadership and client management.

Shareholders are strongly encouraged to be in the office. This is particularly true for those shareholders who have leadership, management and/or supervisory roles. Associates are expected to be in the office most days unless working within a specific and pre-arranged flexible schedule.

When working outside of the office, attorneys should communicate their schedules to supervisors/those they supervise, support staff and other teammates. Leaders, managers and supervisors need to be accessible to attorneys and staff for questions, training, mentoring, feedback and guidance. The firm provides technological resources to help you remain accessible in ways that mimic in-office availability.

When using flexibility or working in an alternative location, use your judgment in accordance with the following Client Service Pledge principles:

- > **Be Responsive:** Remain present and available for your teammates in a format that is mutually agreed-upon and convenient. What is the best way to reach you for questions? What is the best way that you can reach your teammates?
- > **Communicate Clearly:** Let your team members and support system know your schedule and flexibility plan. Are there times you cannot be available?
- > **Understand (and be part of) Their Business:** Remain a present teammate. Is there an attorney who could use your help on a project? Is there an attorney in need of your guidance?
- > **Be Fair:** Meet your teammates in the middle. Your flex plan might present a logistical quandary for team meetings, workflow organization, and training. How can you support team needs while the team supports yours?

The firm supports autonomy and flexibility, whether it be where, when or how you work, so long as we all maintain our productivity, work quality, professional development and client service.