

Harley-Davidson Workplace Ecosystem Policy Guidebook at a Glance

The Harley-Davidson Workplace Ecosystem Policy is a key component of the Company's Future of Work journey. Below is a set of frequently asked questions (FAQ) intended to fully describe the various aspects of the Workplace Ecosystem Policy. This FAQ document is broken down into three main sections:

- Designated Workspace
- Working Hours
- Health & Safety

Designated Workspace

With this policy, are all employees moving to working remotely?

No, with our Workplace Ecosystem Policy, employees will fall into one of four workplace categories:

- Remote – The employee is fully remote. The position does not require regular travel to a company location. Occasional travel to a company location may be necessary.
- Hybrid –The role requires a blend of working remotely and being present at a company location. The ratio of working remotely and at a company location will vary, but there is an expectation that both will be required.
- On-Campus – Due to the nature of the work required, the employee is normally required to be present onsite when working.
- Field – The position is based “in the field” due to the nature of the work (e.g., interacting with dealers) and requires remote work at multiple locations in addition to from the employee’s home.

How will employees in the different categories be reimbursed for travel?

Reimbursement for employee travel will continue to be governed by the H-D Travel and Expense Policy. Reimbursement is not provided for an employee’s commute to their assigned H-D location. Because Field and Remote employees’ assigned work locations are not H-D locations, required travel to a H-D location is eligible for reimbursement under the Travel and Expense Policy. On-Campus and Hybrid employees are not reimbursed for commuting to their assigned H-D location, but other required business travel (including to other H-D locations) is eligible for reimbursement as provided in the Travel and Expense Policy.

How is it determined which category I am in?

Categorization of individual positions into a working category is determined by the company based on the specific requirements of the position and the needs of the business. Most salaried positions will fall into the Hybrid category.

If I am in the hybrid category, how do I determine which days I work remotely and which days I come into the office?

This is a significant change to how we work every day, and it will take time to adjust to a more flexible way of working. Teams will need to work together as we transition to this new model and find a balance to their schedules. A good rule of thumb for balancing your schedule – most Hybrid employees should target being on campus less than half of the time. In fact, as we update our facilities, we are targeting no more than 50% attendance at a work site on a given day (excluding On-Campus employees).

Several factors will go into planning whether you should work remotely or on campus. For instance, employees should determine how they can complete their day's objectives in the most effective, efficient way possible. If you have a day in which you will be primarily working on your computer, or making calls, or need time to do any individual work, then that would probably be best accomplished through remote work. If, however, you have a meeting scheduled with a small group of co-workers where you plan to brainstorm or actively collaborate on a project, then perhaps the most effective way to conduct that meeting would be onsite (if feasible based on the locations of the participants).

Do employees have the option to work fully onsite even if their position is categorized in the Remote or Hybrid category?

No, employees in the Field, Remote, or Hybrid categories will not have dedicated workspaces assigned to them at an H-D location. The balance between remote work and onsite work will vary over time based on the needs of the job, but only On-Campus employees will work fully onsite.

Are there any tax implications if I were to permanently move to another state or country to work remotely?

Yes, there may be **significant** tax implications, not only for the employee but also the company. It will be the employee's responsibility to determine any income tax implications. The company may also be responsible for various other taxes based on the state or country in which the employee resides. For this reason, the employee must request, and the company must approve, any permanent relocation outside of the employee's current state or country of residence.

Does this policy mean that I can work from anywhere?

The Workplace Ecosystem Policy is intended to increase the flexibility for both the employee and the company. Different positions will require different levels of presence at a company location. Due to business and tax implications, requests to relocate outside of your current state or country of permanent residence must be evaluated on a case-by-case basis.

What are the requirements for my remote workspace?

Employees working remotely will designate a workspace that is safe and free from hazards and other dangers to the employee and company equipment. This workspace should be free from distraction and allow for productive work. Company materials must be handled in accordance with applicable company policies, including with respect to confidentiality and information security.

Will the company reimburse me for expenses incurred establishing my remote workspace?

No, the employee is responsible for establishing their designated workspace. Expenses for chairs, desks, or other office furniture will not be eligible for reimbursement. Any equipment that may be medically necessary will be coordinated through the Health & Safety team. Company equipment, such as laptops, will continue to be provided.

Will the company reimburse me for costs associated with internet access?

Generally, employees will be responsible for maintaining adequate internet access, unless reimbursement is required by law or other extenuating circumstances, such as a field position which requires frequent business travel.

Working Hours

What work hours are acceptable?

The goal of the workplace ecosystem is to provide both the company and the employee an increased level of flexibility while still delivering on our challenging goals and objectives. Employees and their manager will establish an agreed-upon schedule for the employee's worktime based on the needs of the business. Employees are expected to be fully engaged working on company business during worktime, free from distractions and non-work obligations.

How does this impact my schedule if I am a non-exempt employee?

Non-exempt employees must continue to report any hours worked whether on-campus or while working remotely.

What is expected of me while participating in company meetings?

We expect employees to behave in a professional manner whether attending meetings remotely or from a company location. Where possible we encourage employees to be seen as well as heard while participating in meetings to ensure the best two-way communication possible. We expect active participation in meetings, free from distractions, regardless of location.

Health & Safety

Can I get advice on improving the ergonomics and safety of my designated workspace?

All employees establishing a designated workspace for the purpose of remote/hybrid work are able to engage in an interactive process with the Health & Safety team. The Health & Safety team will review the workspace with you and discuss potential improvements to the setup of your designated workspace for safety and ergonomic purposes.

How does worker's compensation apply to remote work?

During worktime and while performing work functions in the designated workspace, employees are covered by worker's compensation if deemed appropriate.

What if I have an injury while working remotely?

The employee's designated workspace is considered an extension of the company's workspace. Therefore, all health & safety procedures, including incident reporting, are applicable. Activities outside the scope of normal work activities are not considered work related and would not be covered.

How do I report an injury while working remotely?

The standard injury reporting process should be followed, whether on-campus or working remotely. Immediately notify your manager if an accident or injury occurs. The Health & Safety team will then proceed with the standard incident investigation process.