
7. OFFICE PROCEDURES & POLICIES

7.1. Office Hours

Bora's standard office hours are Monday through Friday from 8:00 a.m. to 5:15 p.m., with lunch from 12:00 to 1:00 p.m.

7.2. Modified Work Hours

Requests for changes to the normal hours of work, including requests for part-time employment will be considered on a case-by-case basis. Employees may propose alternative work schedules to the Managing Principal who will review the requests to determine, among other things, whether they are appropriate, feasible, beneficial to the Firm, and what the impact is on project team assignments with the PIC and Management Committee. Requests must be made in writing and should include the following:

- Description of alternative work schedule requested and anticipated duration
- Description of how the proposed work schedule will sustain or enhance your ability to get your job done
- Description of potential problems that a changed schedule may cause with regard to clients, consultants, team members, schedules, deadlines, or any other project responsibilities
- Explanation of how you will overcome these potential problems

When a full-time employee's modified work schedule results in work hours less than 40 per week, the employee's annual paid time off allowance and holiday hours will be reduced proportionally. Example: If a person begins working 32 hours per week, they will accrue 80% of the normal paid time off allowance. If hours drop below 30 per week, the employee will not be eligible for company benefits. (See Section 5.1)

7.3. Safety and Security While in the Office

7.3.1. Emergency Action Plan

The purpose of an Emergency Action Plan (EAP) is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed plans and proper employee training will result in fewer and less severe employee injuries during emergencies and less disruption of workplace operations.

Following are brief guidelines for the most likely emergencies, but employees should review the published EAP found on the network for more detailed emergency protocols.

- Fire

If the fire alarm is activated, evacuate to the outside assembly area across Washington Street or as otherwise designated by the Safety Committee. Do not use the elevator. Treat every alarm as a real emergency.

If you see a fire, accompanied or not by an alarm, evacuate and alert others to follow. Call 911 (if using an office phone, dial 9-911).

- Accident or Personal Emergency

If life-threatening, immediately call 911 (if using an office phone, dial 9-911).

During office hours, notify the front desk to alert the Safety Committee.

Employees should notify Human Resources prior to departure from the office for a personal emergency. Depending on the nature of the emergency, someone may be assigned to accompany the employee or alternate transportation may be provided to assist the employee in reaching their destination safely.

- Earthquake

Immediately drop, cover, and hold on.

After the shaking stops, wait 10 seconds to plan your next move. Depending on the state of the building and exterior conditions, evacuation may not be the safest option.

7.3.2. Safety Committee

The Safety Committee develops the office EAP in compliance with Building Management protocol, maintains office safety equipment, and meets at least once a quarter to review potential hazards, address safety concerns, and plan for staff education and training. Members of the Safety Committee have received training and certification in CPR/AED and First Aid.

7.3.3. Safety Equipment

Refer to the EAP for information and locations of the following safety equipment:

- Automated External Defibrillator (AED)
- First Aid Kits
- Fire Extinguishers
- Disaster Preparedness Kits
- Red Phones (land line use for power outage or internet failure)

7.3.4. Model Shop Safety

The Model Shop Safety Manual can be found on the network. Prior to receiving the access code to enter and use the Bora Model Shop, employees must return a signed form (the last page of the Model Shop Safety Manual) to Human Resources acknowledging that they have attended a model shop safety orientation with a model shop supervisor, have read the Bora Model Shop Safety Manual, understand the proper safety procedures and risks involved with using the Bora Model Shop, and in case of injury, give permission for the administration of immediate aid by a certified employee.

Persons under the age of 18 may use the model shop under two conditions:

1. A Bora employee authorized to use the model shop is present, and
2. A parent or guardian has provided written permission.

Bora complies with OSHA requirements for worker health and safety. Use of hazardous chemicals is prohibited within the office, except as permitted in the Model Shop. See the Model Shop Safety Manual for additional information.