

# Hybrid@HubSpot - Selecting Your Work Preference



As our Culture Code says, we believe work isn't a place, it's a thing we do. That's why we're building a hybrid company with three flexible work options for you to choose from:

@home	@flex	@office
<p>You work the majority of your time from home, and while you may visit a HubSpot office 1-2 times per quarter, you do not go into the office regularly. HubSpot will support you in making sure your WFH setup is safe, sound, and sets you up for success.</p>	<p>You come into a HubSpot office two or fewer days per week. When you come to the office, you'll be allocated a "hotel desk." Because you opted-out of dedicated desk space in an office, HubSpot will help support your WFH set-up.</p>	<p>You come into a HubSpot office three or more days per week. You have a dedicated desk for your laptop, monitor, plants, and anything else that makes your workspace truly yours. Beyond taking your laptop home if you'd like to, employees who are @office won't get an at-home desk set-up.</p>

\*Regardless of the option you select, your work for HubSpot will occur in your country, state, or province of hire.

## Some common questions to help guide your decision

### Will there be a stipend based on the option I select and region I'm based in?

Yes, each region and work preference has outlined stipends as shown in the attached pdf.

### What happens if I select @office or @flex for 2021 but my office is closed because of COVID-19?

Right now, we're opening HubSpot offices only when it's safe to do so, and that varies by location and local government and health regulations. You'll only be able to go into an office once it's safe to do so and in the meantime, we'll continue to support HubSpotters with a home setup to work remotely.

### Can I change my selection during the year?

We ask that employees choose their working preference once per calendar year. However, if an employee experiences a qualifying life event (including but not limited to a move, a marriage, a divorce, the birth or adoption of a child or a job change), you'll have the opportunity to update your selection in order to ensure their working preference still allows them to do their best work based on new circumstances.

### Will I be able to sit with my teammates at the HubSpot office?

While we can't guarantee that all members of a team or function will sit together, we'll make every reasonable effort to assign seating so that teams within the same functional group may sit in the same area, when possible.



# Hybrid@HubSpot - Selecting Your Work Preference

---

## **As an @home employee, how often will I be able to travel to the office?**

While there may be opportunities to visit your local office, sponsored travel to a local office will be determined at the function level based on budget and business need and would not exceed more than 1-2 visits per quarter. With that in mind, if you live close enough to a HubSpot office to commute and would prefer the flexibility to come into the office more often than 1-2 times per quarter, we would encourage you to select @flex or @office.

## **Can I find out in advance what work preferences my team has chosen?**

We want every employee to choose the work preference that best suits their lifestyle and way of working. In addition, the selections of your team may change based on life events or team updates by the time of your start date. With that in mind, we won't be sharing the individual selections of your teammates in advance, but can assure you that every team is prepared to communicate and collaborate effectively with a mix of all working preferences.

## **What equipment will HubSpot provide to @home, @flex, and @office employees?**

All employees will receive the following: laptop, monitor, headset, keyboard, mouse, cables/adapters. @home, @flex employees will have these shipped to their homes. While offices are closed due to COVID-19 restrictions, @office employees will also have these items shipped directly to them. Employees will be able to provide an updated shipping address roughly one week ahead of their start date.

## **As a @flex employee, will I be able to leave anything at the office?**

@flex employees will be able to book a hotel desk when working from the office. Flex desks will include a monitor and adaptor, however, anything additional needed during your workday will need to be brought in with you each day as we will not have a secure place to store personal or business items.

## **How will my selection impact compensation?**

HubSpot does not plan to adjust compensation (up or down) based upon your 2021 selection and any accompanying move, unless you are moving to another HubSpot country (at which point you would be fully localized to the new country's contract and compensation scheme). For anyone relocating within the country, we're not planning to localize compensation for 2021. While these are HubSpot's current plans, as with all things Future of Work, we may revisit this down the road if needed as our strategy evolves.

## **If I'm an @home employee, can I work from my home country and/or any country in which HubSpot has an entity for a short period of time?**

No. Employees are only eligible to work from the country in which they are already contracted to work within. In other words, if you've been hired to work in Germany, and your role is eligible for @home work, you can work remotely in Germany, but you may not work from any other country.

