



# Work/Life Balance

*Materiality Assessment Topic: Work/life balance*

## Issue Summary

In today's busy world, finding a balance between work and personal life can be a challenge. Flexible work arrangements can help some employees achieve a more productive and rewarding work/life balance and can have economic and environmental benefits as well.

## Our Position

AT&T supports a comprehensive distributed workplace program which includes telecommuting and flexible work options for our employees for whom it makes the most sense.

## Our Action

We offer many company leave options to help employees maintain a proper work/life balance. Employees may generally take up to 12 months of unpaid leave to care for a newborn or adopted child or to care for a seriously ill family member. Several additional unpaid leaves are also available, including military service and personal leaves of absence. Many organizations also allow and/or utilize flextime, compressed work weeks and part-time schedules to meet business requirements and assist in employees' work/life balance.

### AT&T DISTRIBUTED WORKPLACE

The distributed workplace is the ability to work from anywhere at any time, transcending time and space in order to better meet work/life demands. Approximately **130,000** AT&T employees have the technology it takes to work from various places. Using Web meetings, conference calls and other "virtual presence" technologies, AT&T employees are working "together" even though they may be miles apart. A distributed workplace not only saves money and space, it also boosts employee productivity, reduces absenteeism, enhances recruitment and

retention and reduces environmental impact by using space more wisely.

Whether in dedicated space, shared space, working from home or on the road, AT&T's workplace has options for everyone.

Learn more in this [video](#).

### Telecommuting

Telecommuting, which is part of AT&T's distributed workplace, is a work arrangement where employees work from their home locations one or more days each week. As of year-end 2012, there were nearly **22,500** approved AT&T telecommuters in **37** countries. That's **20 percent** of AT&T's management workforce.

### Better Productivity & Work/Life Balance

According to a 2012 survey of AT&T telecommuters:

- **98 percent** have a better work/life balance.
- **90 percent** can better manage their job stress.



- **100 percent** of AT&T's telecommuters have flexibility in where they get their work done; **72 percent** also have flexibility in when they get their work done.

The average round-trip commute time is **54** minutes per employee. By telecommuting, employees can use the time they would have spent commuting for personal or family time. As indicated by **93 percent** of respondents, this also represented time that was given back to the company as additional productivity.

The survey also concluded that productivity increases, often dramatically, by enabling employees to perform work away from their central job locations. **Ninety-four percent** of employees say they are more productive when working from home; **97 percent** of their supervisors agree.

Our telecommuting program has tangible benefits for telecommuters and for our company. In 2011 we realized:

- **17 percent** lower absentee rate for telecommuters
- **72 percent** lower turnover rate for telecommuters
- **\$6,500** potential cost reduction for every telecommuter who gives up his or her workstation

### Environmental Impact

By eliminating their commute, AT&T's telecommuters can have the following annual impact:

- **237M** miles of commuting avoided.
- **11.8M** gallons of gas saved.
- **104K** metric tons of greenhouse gas emissions avoided.

When calculating these numbers, we accounted for the "rebound effect," which means taking

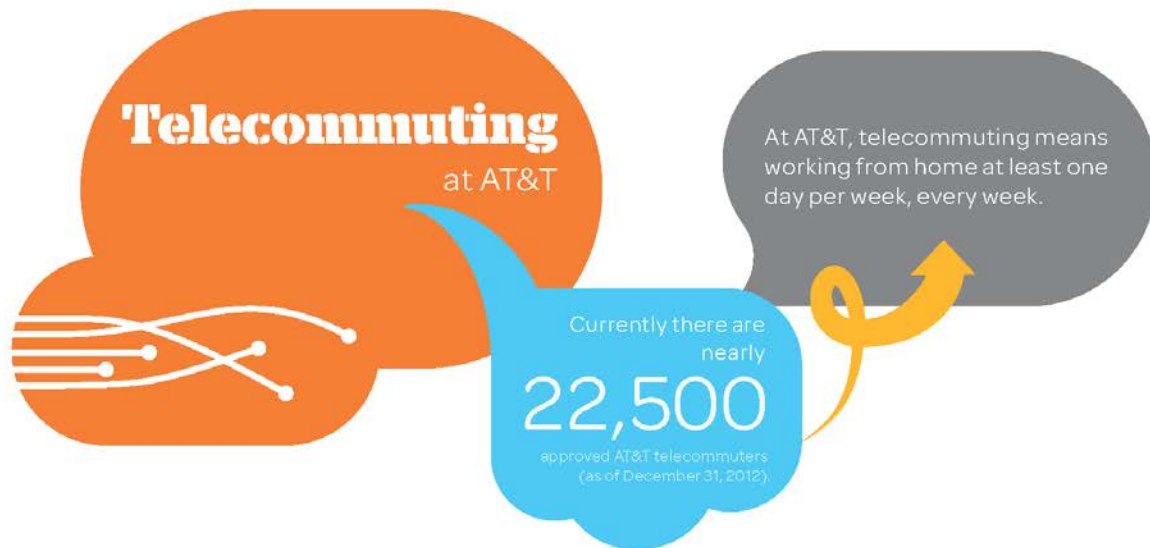
into account trips (e.g., errands, transporting kids to and from school, etc.) that would otherwise be included in the daily commute.

### tPlace

In addition to our telecommuting program, we offer flexible workspaces known as tPlaces. We currently operate six tPlace workspaces.

These new on-demand workplace hubs provide AT&T managers access to an office environment that is closer in proximity to their clients, appointments and homes. Leveraging our network and technology, tPlace is comprised of a variety of work settings that allow individuals and teams to collaborate both on premises and virtually, as they need it.

We offer a variety of innovative solutions to facilitate distributed work, including remote access and conferencing and collaborating solutions such as AT&T Connect®. These technologies can help reduce travel and increase productivity by enabling employees to communicate and collaborate virtually anywhere from their laptops or mobile phones.



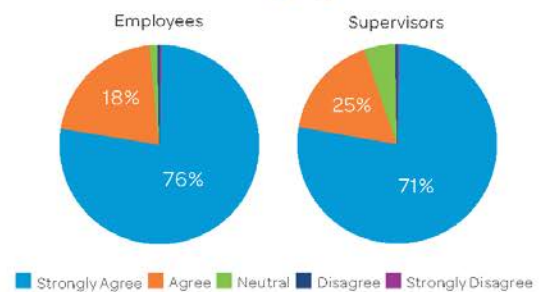
## AT&T Telecommuters



## Benefits of Telecommuting\*

- 17** Percent lower absentee rate for telecommuters
- 72** Percent lower turnover rate for telecommuters
- \$6.5K** Potential cost reduction for every telecommuter who gives up his or her AT&T workstation

## 2012 Productivity Questionnaire



## Annual Environmental Impact\*

- 237M** Miles of commuting avoided
- 11.8M** Gallons of gas saved
- 104K** Metric tons of greenhouse gas emissions avoided
- 20K** Cars equivalently kept off the road

\*Source: 2012 AT&T calculations  
 \*\*Source: TechCast