

# Our 4 Day Week

We believe that the 4DW leads to  
higher quality productivity &  
better staff wellbeing.

It's win-win for the business & our people.

We review this  
periodically as a  
team

Productivity =  
Making space  
for what matters

## Here is our 4DW Recipe for Success:

- ▶ Clients are not affected (we are always open to clients 9am-5pm Mon-Fri);
- ▶ We believe rest & recuperation are important for good productivity;
- ▶ We take the same holidays and work the same workdays as people on 5DW;
- ▶ We take regular breaks (when our bodies/brain ask for them) and a recommended a 30-60 minute lunch every day;
- ▶ We believe in the principle of **100% Output : 80% Time : 100% Pay** because the 4DW naturally makes us less stressed, tired and distracted; better decision makers; clearer on where we need to focus and more likely to work smarter, not harder.
- ▶ **With great freedom comes great responsibility:**
  - ▶ For the first 3 months at TP, our people work a 5DW (using Fridays for on-the-job learning & development). This gives them the additional space to gain confidence in their role and responsibilities, so they are able to productively and successfully move to a 4DW;
  - ▶ **Working late:** it happens sometimes, but we know it's not sustainable or productive in the long-term, so it is never an expectation.
  - ▶ We believe that **autonomy is empowering**. So we are flexible about how each person structures their day, when they go offline, where they work from, **as long as...**
    - ▶ The needs of the business and our clients are met *and*
    - ▶ We maintain trust, respect and good communication with our colleagues.