
Global Flexible Workplace Model

Iron Mountain is committed to providing the best employee experience for the benefit of our employees, our company, and our customers. This includes Iron Mountain's Flexible Workplace Model, which offers employees the opportunity to work remotely or in a hybrid model (part remote/ part office-based) as a viable option for roles that Iron Mountain deems are suitable for this type of arrangement.

The opportunity applies to all full-time or part-time employees, including both managers and individual contributors. All office-based roles have been mapped to one of three profiles.

- **Remote:** The employee works from home and is in an Iron Mountain office with team members occasionally for events such as team meetings, training, or as required by their customer or manager.
- **Hybrid:** The employee works in an Iron Mountain office for some of their working week, in compliance with local laws and regulations and depending on business requirements. Discuss how many days a week the employee should be in an office and which days, if applicable.
- **Office Always:** The employee works at an Iron Mountain office for 100% of their working week, except for personal or business circumstances that require working remotely. These employees do not have other work location options.

Workplace trends have been accelerated with employees wanting more flexibility for how, when, and where they work. Technology has enabled employees to collaborate and work remotely more effectively and also has enabled location-independent recruiting.

We do believe that periodic, in-person collaboration is important for ALL our employees. Face-to-face interactions help to sustain our culture, build networks, and create stronger teams. For these reasons, remote workers may still need to be physically present in the office from time to time and are welcome to work from Iron Mountain facilities as needed or desired.