



5-DAY WEEK

We are innovating & testing the **4-day week.**

FAQ ekipa's 4-day week pilot

After intensive preparation and overwhelmingly positive data from previous studies, we have decided to pilot the 4-day week in Q3 2023 from July 1 to September 30.

This is a bold move for us and one that may cause curiosity or concern. Throughout the pilot, we are open to feedback. We have created an FAQ document for potentially common questions related to this.

1. WHY NOW?

Two core values ekipa bases its decisions on are *Team is key* and *Bravery*. Bravery means boldly breaking new ground. The 4-day week is a new way to the future of work. We want to follow this path together with our team!

Team is key means to us that team spirit is crucial for a successful company, which is about more than just work. We want to create a place that promotes mental health, strengthens employee loyalty, and encourages innovation. A place where performance is not only expected, but also encouraged and recognized. Unlocking potential and leveraging it is core to our business model.

But is a 5:2 ratio (5 working days, 2 rest days) really the most sustainable way to unleash the full potential of our team? That's what we asked ourselves during our Strategy Day at the end of 2022. Large-scale studies on the 4-day week by renowned academic institutions, such as Oxford University and Harvard, show otherwise. Even one more day of regeneration (4:3 days) produces positive effects for the team and the employees. The team is more motivated, more creative, and more productive when it is recovered. A regenerated muscle is stronger than an exhausted one. And so, we expect the bold decision of piloting a 4-day workweek to take us to the next level together as a team.

We live and breathe innovation. That's our mission - internally & externally. By agreeing to this pilot, we uncover where we can work more efficiently, where we can automate, and where we can be intentional about "just letting things be." And we have decided that the quieter summer months on the customer side are an appropriate time to try out new ways of doing things.

2. WHAT GLOBAL IMPACT DO WE WANT TO ACHIEVE?

Our vision is to make a lasting positive change in society. By sharing the results of our pilot, we want to empower other companies to take similar steps. We are convinced that this is how we can contribute to global mental health. With the increasing use of automation and AI, our company of tomorrow will be less operationally challenged, thereby prompting a greater emphasis on pioneering, strategic and creative endeavors. This ties up resources in the brain, making brain function and capacity, and thus a maximally regenerated brain, even more important.

3. WHAT CAN OUR CUSTOMERS, INNOVATORS AND PARTNERS FROM BUSINESS, SCIENCE, SOCIETY AND POLITICS EXPECT?

Besides the inherent understanding that we will not be available on Fridays, our stakeholders can expect consistently high quality in our Open Innovation programs in line with our value *Quality First*.

We have been preparing intensively over the past months for this transition and have adapted internal processes accordingly. In addition, you can expect the following regarding your contact persons at ekipa:

- **Less absence due to fewer sick days**
- **Increased productivity through the positive influence on motivation and well-being**
- **An even more stringent planning approach regarding your projects**
- **A long-term successful cooperation and a higher retention rate as a result**
- **A heightened level of employee commitment to the company resulting from our positioning as an innovative employer.**

4. WHAT IF I, AS A POTENTIAL CHALLENGE PROVIDER, WOULD LIKE TO REACH YOU ON A FRIDAY?

We always focus on a flexible and customer-oriented way of working. If you would like to reach us on a Friday with questions regarding our innovation programs, we will not be able to answer the mail or call immediately, but we will get back to you promptly at the beginning of the following week. Your

personal contact persons at ekipa will do their utmost to offer you the usual high standard of support and reliable communication despite the change to a 4-day week. Your goals and requirements are always at the center of our attention! We want to use the positive effects of the 4-day week and our internal processes to ensure that your individual innovation goals are achieved with us in good time: nothing should stand in the way of your participation in one of our innovation programs!

For example, if we are already advanced in the planning phase of a project, we will personally and proactively communicate our time availability to you. We always want to ensure a transparent exchange regarding the project set-up, because this promotes efficiency but also enables collaborative planning.

In very urgent cases, you can contact the mail address hello@ekipa.de instead of your direct contact person.

5. WHAT IF I, AS A CLIENT WITH AN ONGOING PROJECT, WANT TO REACH YOU ON A FRIDAY?

During the pilot phase of the 4-day week, we will get back to you as soon as possible in non-urgent cases when we return the following Monday.

If an emergency arises in the project and your request is very urgent, you can contact hello@ekipa.de. Your project manager will discuss phone availability on Fridays during onboarding.

To ensure project information transparency, we will grant you access to a shared digital folder. Additionally, we will proactively communicate project progress and status updates to you in a timely manner.

6. WHAT IF I, AS INNOVATOR/POTENTIAL PARTICIPANT, WANT TO REACH YOU ON A FRIDAY?

During the pilot phase of the 4-day week, we will get back to you as soon as possible in non-urgent cases upon our return the following Monday. Until then, feel free to check out our generic challenge [FAQs](#) or our challenge-specific [FAQs](#), which you can find on the respective challenge page on our [platform](#). You may get the right answer here.

If an emergency arises in the course of your participation and your request is very urgent, you can contact us at hello@ekipa.de.

For our final teams, we will also provide a FAQ document in the future to make the process during the collaboration phase even more transparent.

7. WHAT IF I, AS AN ACADMEMIC PARTNER, WOULD LIKE TO REACH YOU ON A FRIDAY?

In non-emergency cases, we make it a priority to address your request as quickly as possible upon our return the following Monday.

If an emergency arises within our Academic Alliance, then you can contact Katharina Heby, Head of Department Academic Alliance, by phone at +49 176 17920076 or email hello@ekipa.de.

8. WHAT IF I, AS AN ACADMEMIC PARTNER, AM INTERESTED IN JOINING ONE OF YOUR INNOVATION PROGRAMS AND MY COURSE TAKES PLACE ON FRIDAYS?

We can also find a solution for academic partners who would like to integrate one of our programs in a course that takes place on Fridays. Please contact us about this and feel free to email us at UR@ekipa.de.

9. DOES THE 4-DAY WEEK MEAN THAT OUR PROJECTS ARE DELIVERED SLOWER AND WE CAN ACCOMPLISH LESS OVERALL?

No, based on current studies, it means we will be more productive. We emphasize planning ahead, which includes a fixed project schedule. This takes our capacities into account at an early stage, so that successful, unimpaired project implementation is ensured.

Participants in our Innovation Challenges will continue to work on their solutions at their usual pace, so that the success of our Open Innovation projects is also unaffected from this side.

10. WHEN DOES THE 4-DAY WEEK PILOT START?

The pilot will run from July 1, 2023, to September 30, 2023, during which time we will operate Monday through Thursday and be available as usual. A decision on whether to extend the 4-day week will be made after data is collected during the pilot.

OTHER QUESTIONS

We know that not everything will run perfectly from Day 1. At the same time, we don't expect you to share the same view on the 4-day week as we do. However, we promise to answer all your questions and take your feedback very seriously in our continuous improvement process.

If you have further questions or would like to gain deeper insights, you can write to hello@ekipa.de.