

MEMORANDUM OF AGREEMENT

between

DOW JONES & COMPANY

and

IAPE/CWA LOCAL 1096

for a new collective bargaining agreement

The current collective bargaining agreement between the parties, which expired June 30, 2022, will be renewed with only the following modifications. The parties will agree on the incorporation of the below modifications into the expired contract or into a separate side letter as appropriate.

1. **Term** One Year, expires June 30, 2023

2. **Wages**

A. **Compensatory Wage Increase.**

1. July 1, 2022: 4.0% (retroactive to July 1, 2022, subject to the existing contractual eligibility rules), \$40/wk. minimum (applicable only to full-time employees who are eligible for the 4% compensatory increase).

2. January 1, 2023: 0.5% (one half of one percent; no minimum; applicable only to employees who receive the 4% compensatory increase above, calculated based on base salary as of 12/31/22.)

B. **Lump Sum Payment.** In addition to the general wage increase, the Company proposes to make a lump sum payment to each full-time member of the unit eligible for a compensatory increase, in a gross amount equal to 1% of annual base salary as of June 30, 2022, with a minimum of \$1000.00 (USD equivalent for Canadian employees)¹. Part-time employees will receive 1% of their annualized base pay based upon their 14-week average hours as of June 30, 2022, with no minimum.

C. **COLA.** For this one-year contract, the COLA clause is not applicable, since the COLA formula only applies starting with year 2 of any contract.

¹ Exchange rate calculated based on average for the month of July 2022.

3. Flexible Work Policy (replace Work Anywhere).

A. Replace references to the Work Anywhere Policy with references to the Flexible Work Policy, a draft of which is attached (E.g., Art. XXIV, section Q).

B. The company agrees to add the following to the Flexible Work Policy (which is incorporated in the draft attached): The Company shall give forty-five (45) days' notice to the Union concerning a change, modification or termination of this Policy. The parties will discuss any questions or concerns that the Union may raise about such changes. The Company reserves all rights to make the final decision concerning changes to the Policy.

4. Benefits.

A. All current medical benefit plan premiums and employee out-of-pocket costs will be frozen at 2022 levels for 2023.

B. Increase physical fitness reimbursement maximum to \$700 per year.

5. Covered Locations. Delete references to locations closed since 2019 and where Employees are no longer located (Bowling Green, Highland)

6. Tiers and Scale Steps. Revise the scale step (experience credit) of all current unit members, based on their wage rate as of 6/30/22, to the step that is nearest to, but less than, the employee's current wage rate.

7. Holidays

A. In VIII-A (US Holidays), add Juneteenth

B. In VIII-B (Canada Holidays), add Truth and Reconciliation Day

8. Grievance Procedure

Incorporate language from the settlement of Grievance No. 2020-005. (See "Contract Side-letter" below.)

9. Gender neutral contract language. Update CBA language to make the Agreement more inclusive. Eliminate he/him/his and she/her/hers. Substitute they/them/their.

10. Return To Office Issues.

The parties will execute a side letter including the following points:

A. Employees who moved to new residences after March 1, 2020 (and before July 1, 2022), and who no longer have a residence in the vicinity of their office location, will be permitted a minimum of 90 days to relocate (from the date of notice of a specific date the employee is required to be in-office). The Company will agree to extend the deadline by an additional 30 days where the employee has difficulty securing a new residence. Additional time will be considered on a case-by-case basis when requested by an Employee or the Union on the employee's behalf. The Company will honor existing agreements for all employees who moved away with advance approval.

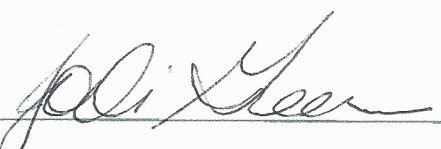
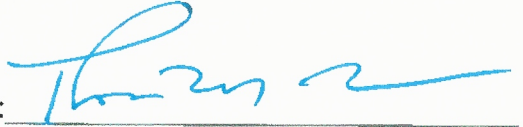
B. Employees hired after March 1, 2020 and who were formally designated as fully remote will have the same status as all other fully remote workers.

C. Vaccination Policy. The Company agrees to provide the union with not less than 30 days' advance notice of any intention to modify and/or eliminate the current policy.

D. Employees who have been designated as fully remote and whose fully remote status is changed to require a regular in-office schedule for reasons other than the employee's job performance shall be covered by the severance pay provisions of Article V(B)(2).

E. If any departmental plan is implemented or changed to require in-office work and/or to require more days per week/month of in-office work, the Company will provide employees and the union with not less than 45-days' notice.

AGREED TO:

INDEPENDENT ASSOCIATION OF PUBLISHERS' EMPLOYEES, NEWSGUILD/CWA LOCAL 1096	DOW JONES & COMPANY, INC.
By: <u></u> Date: <u>August 18, 2022</u>	By: <u></u> Date: <u>August 17, 2022</u>

Dow Jones Flexible Work Policy

JulyAugust 2022

As we embark on new ways of working, Dow Jones has adopted a Flexible Work Policy to clearly define the categories of flexible working arrangements, the responsibilities and expectations of employees working flexibly and the resources the Company offers to flexible workers.

Categories of Workers

The Company recognizes the following categories of workers:

- “Remote” and “remote employee” — an employee who works from a location other than a Company office five days per week and only works from a Company office on occasion.
- “Hybrid” and “hybrid employee” — an employee who regularly works from a Company office less than 5 days per week and works from a location other than a Company office the remaining days of the week and who has not been designated “remote.”
- “Anchor employee” — an employee who regularly works from a Company office location 5 days of the week.

Employees may request to change their employment category and/or modify the terms of their flexible working arrangement by discussing it with their Manager and People Business Partner. All such requests are subject to Company approval.

Terms and Conditions of Employment

An employee’s status as hybrid, remote, or anchor shall not affect their job responsibilities, working hours, overtime eligibility, vacation entitlement, timekeeping responsibilities, lunch and break schedules or any other terms and conditions of employment with Dow Jones, except where legally required or as the parties may agree. An employee’s at-will employment status or, if applicable, employment status under a current collective bargaining agreement or individual employment contract, remains unchanged. Benefits may be altered in certain jurisdictions depending on the relevant legal and/or tax position in that jurisdiction.

All Company policies, including but not limited to the Code of Conduct, the Standards of Business Conduct, the Anti-Harassment Policy, the Information Governance Policy, the Electronic Communications Principles, the Global Privacy Principles, and the Acceptable Use Policy (as may be amended from time to time), remain applicable to remote and hybrid employees.

This flexible work policy is intended to supplement and not supersede individual employment contracts.

Health and Safety

The Company recommends that all employees working flexibly follow the guidelines in our [Ergonomics Policy](#) when setting up their flexible work area, including completion of an ergonomic self-assessment through the Company's ergonomic assessment advisor (currently Inspired Ergonomics).

Employees must notify their manager immediately of any situation or circumstance that affects their health, safety, or welfare, or of any accidents or injuries suffered in a remote workspace. Dow Jones will not be liable for any accidents or injuries suffered in the home office by anyone other than the employee, and the employee will hold Dow Jones harmless for any personal property damage incurred while working at home. Except where prohibited by local law, employees participating in a ~~flexible-remote~~ working arrangement will be required to sign a Liability Waiver form to be provided by the Company.

Dow Jones reserves the right to inspect all remote work locations, upon reasonable notice, for the purpose of ensuring maintenance of a proper workspace, adherence to Company policies and standards of performance, or to inspect the workspace in the event of an accident or injury. Such inspection may be performed by a Company representative or third party agent.

Changes to Work Location

Employees working (Hybrid or Remote) from a location other than a Company office must inform the Company of the exact address where they will be working as well as the primary phone number they will use for business. This data will be maintained in the HRIS system for reporting, tax and mailing purposes. All employees working flexibly must notify the Company at least 60 days in advance of any plans to change their flexible working location and obtain sign off from the Company to ensure all potential issues are resolved prior to the move.

Unless the employee receives prior written approval from the People Team, an employee's modified flexible work location must be in the same state and country as the employee's original flexible work location. Should an employee wish to relocate to another state or country, they must receive approval from their Manager, People Business Partner and Global Mobility Task Force in accordance with the [Mobility Guidelines for Remote Working](#).

Except where local law, collective bargaining agreements or individual employment contracts require otherwise, flexible working arrangements may be modified or terminated by Dow Jones with forty-five (45) days' written notice if the employee's ~~flexible-remote~~ working arrangement no longer meets the legitimate business needs of the Company (as determined by the Company in its sole discretion) or if an employee's performance falls below a satisfactory standard. In such cases, following the termination or modification of the ~~flexible-remote~~ work arrangement, the employee may be expected to report to a Company office on a regular or more frequent basis as a condition of continued employment. Dow Jones will not be responsible for any losses or costs incurred by an employee as a result of a change in work status unless the employee is eligible for relocation assistance in accordance with the terms of the Company's relocation assistance program or otherwise under applicable law.

Employee Responsibilities when Working Flexibly

Employees working flexibly must provide a work environment at home (or at another approved location) that will permit them to carry out their job responsibilities to the same level of quality, professionalism and timeliness as in an office setting. It must be safe, quiet, ergonomically sensible, free from hazards or obstructions, and well lit.

Employees are expected to continue to work their assigned work hours and to seek their managers' prior approval for any time off in the usual way. Employees must be exclusively engaged on the rendering of services for the Company and not on other activities during their regular working hours. Overtime hours, if applicable, must be approved by their manager in advance according to the same policies and procedures that apply to employees working in the office.

For hybrid employees, the flexible working location must be within reasonable commuting distance to the employee's assigned Company office to ensure that there is no disruption to the employee's days in-office.

Employees working flexibly must continue to be available for calls, meetings and assignments during regular working hours. They also must speak with their manager and

colleagues at regular intervals to stay abreast of work issues and to maintain a collaborative, team work environment. Employees working flexibly may be expected to come into a Company office (including for hybrid employees, on days when they are not usually scheduled to do so) upon their manager's request with reasonable notice.

Flexible working is not a substitute for child/dependent care. The employee must ensure that suitable childcare and dependent care arrangements are in place. In certain jurisdictions (including the US), employees may be asked to provide documentation demonstrating that childcare arrangements have been made.

Flexible workers must take all reasonable measures to ensure the confidentiality of Company information within their remote work locations, including limiting physical access to hard copy files and documents and implementing such cybersecurity measures as the Company's Cybersecurity Department may require or recommend.

All flexible workers must store Dow Jones data (documents, spreadsheets, e-mail archive, intellectual property, trademarks, etc.) on Dow Jones's Document Management System, network drives or servers and not exclusively on the local hard drive of their computers. Dow Jones may review and monitor such systems and employees should have no expectation of privacy as to any data or documents stored on the Company's systems.

All flexible employees should seek receipt of documents electronically whenever possible. To the extent electronic delivery is not possible, remote employees should direct business mail through their manager's office unless the Company directs otherwise. Hybrid employees should direct business mail to their assigned Company office.

Equipment and Reimbursements

The Company will provide Employees working flexibly with the equipment reasonably required to perform their job duties, which may include a laptop or desktop computer, computer monitor, keyboard and mouse. Such equipment shall remain the property of Dow Jones and employees using such equipment should have no expectation of privacy as to any data stored on such computers. Employees must treat all Company equipment supplied for flexible working with due care and for the purposes for which it is given. Any such Company equipment must be returned in good working order (except for normal wear and tear) upon employee's termination of employment or at any time at the request of the Company.

Employees working flexibly may also qualify for reimbursement of their work-related mobile phone expenses in accordance with the Company’s Wireless Device Policy.

Unless provided otherwise by local law, collective bargaining agreement or individual employment contract, remote employees shall be eligible for the following allowances and resources:

Home office annual allowance	Office Supplies	Reimbursement of expenses for travel to a Company office?
\$500*	To be provided through the Company’s Amazon Business Site or a similar provider to be identified by the Company	1- if employee is hired as a remote employee, travel costs will be reimbursed by their department, according to standard T&E policies 2- if employee chooses to move away from an office location and is granted remote status, employee will be responsible for all travel costs to a company location

** All values expressed in USD, subject to local tax obligations, and subject to change at the Company’s sole discretion except where legally or contractually regulated.*

Tax and Salary Implications:

The tax implications of remote or hybrid work arrangements will depend on the flexible working location and the Company office to which the employee reports or would report, as well as the employee’s personal tax situation. Dow Jones cannot provide tax advice and recommends that employees consult their tax professional as laws often change. Any incremental taxes (including double state taxation) owed as a result of flexible working are the employee’s sole responsibility except as may be provided in the Company’s relocation assistance program.

The Company shall give forty-five (45) days’ notice to the Union concerning a change, modification or termination of this Policy. The parties will discuss any questions or concerns that the Union may raise about such changes. The Company reserves all rights to make the final decision concerning changes to the Policy.

CONTRACT SIDELETTER (to be incorporated)

Investigation Meetings

for purposes of clarifying Article XI, Section E, which reads:

“An Employee shall be informed no less than three (3) hours in advance of any disciplinary or investigative meetings to which the Employee is called to attend. Notice to the Employee will clearly identify the subject matter of the meeting as either disciplinary or investigatory and will include a written statement that the Employee has the right to request from the Union that a Union representative may be present for the meeting. Notice to the Employee shall also include the following contact information for the Union: union@iape1096.org, 609-275-6020. Notwithstanding the prior sentences in this section E, in the event of exigent circumstances, the Company may schedule a disciplinary or investigative meeting with fewer than three (3) hours’ notice and shall make a good faith effort to provide the Union with sufficient notice before the meeting so as to permit the Union to attend.”

1. **Notice.** The Union and the Company agree that, in situations where an internal investigation requires an interview with an IAPE-represented employee, but where the employee is not the target of the investigation and is not suspected of any misconduct or wrongdoing, the meeting invitation will also include the following statement, or language with substantially similar meaning:

“This meeting is related to an internal investigation where we believe you may be a witness or otherwise have information relevant to the investigation. This is not a disciplinary meeting and you are not accused of any misconduct or wrongdoing.”

2. **Providing a Union Representative on Request.** The Union and the Company agree that, in any investigatory interview or meeting (even one in which the employee being interviewed is not the target and is not suspected of any wrongdoing or misconduct), the Company will honor the request of an IAPE-represented employee to have a union representative present during the interview/meeting, and will permit the employee a reasonable opportunity to obtain a union representative before the interview commences (or resumes if the request is made after the start of the interview).

3. **Statements of Unrepresented Employees.** If the Company interviews an IAPE-represented employee after advising the employee that they are not accused of any misconduct or wrongdoing (see Section 1 above), and without a union representative present, any statements made by the employee will not be used as the basis for disciplinary action. (This does not preclude the Company from scheduling a separate meeting with the employee, with appropriate contractual notices, to conduct a separate investigation involving the same subject matter.)