

Appendix 1: Guideline for dialogue between manager and employee on flexible working arrangements

All employees at DTU are entitled to a dialogue with their manager in which they can discuss their wishes for more flexible working arrangements.

1. Your primary workplace is DTU Campus

- You have the opportunity to work off-campus (e.g. you have a mobile phone and a computer at your disposal).

2. Our world is becoming more and more virtual

- As a manager, what can I do to make us more virtually accessible to each other (phone numbers, updated Outlook calendar, etc.)?

3. We work flexibly

- As a manager, what can I do to help our group balance individual considerations with a sense of community among colleagues?

4. Your work performance—are about results

- How can I best show that I trust you to plan and solve your tasks (and prioritize when you work at home, for example)

5. Virtual collaboration—requires practice to get used to

- How can we become better at creating a sense of unity in an increasingly digital world?