

We hope this email finds you and your loved ones healthy and well!

As we approach the six-month mark of working from home, we want to remind you that the firm's Human Resources department is available to assist with any questions, just as when we are in the office! For your convenience, we will hold HR Office Hours every Monday-Friday, from 9:00 AM – 12:00 PM PT. Please feel free to schedule a meeting during this time to discuss any HR related queries, including benefits, policies, etc. and we will look forward to working through any issues with you. Additionally, HR is available anytime to discuss available and expanded resources to assist you during these unprecedented times.

**How to Reserve Time**

In your Outlook calendar, schedule a 30-minute meeting with HR ([humanresources@wsgr.com](mailto:humanresources@wsgr.com)) for an available time. Please make sure to include in the location how you would like to be contacted (phone call, Microsoft Teams call, etc.) and in the body please mention a couple points on what you would like to discuss, if not confidential. A representative from HR will confirm the appointment. Please try to schedule your meeting at least 24 hours in advance.

If you are located in one of our international offices, please e-mail the HR Inbox directly to schedule a meeting.

Please reach out if you have any specific questions or require assistance with scheduling.

Take Care,

Charmaine

