

# Flexible Working Policy

# Flexible Working

## What this policy covers

This policy applies to employees only.

The Company recognises that you may be interested in reducing your working hours, working from home or changing working patterns.

This policy outlines who is eligible to make a formal flexible working request, the procedure that should be followed and the issues that will be taken into account when deciding whether to agree to the request.

The Company will make every effort to accommodate requests for flexible working, provided that your duties can still be carried out effectively.

## Your entitlements

### Eligibility for flexible working

To be eligible to make a request for flexible working, you must:

- Have been employed by the company for at least 26 weeks before the request is made
- Not have made a formal request to work flexibly during the past 12 months

## Procedure

Where you are considering making an application to the Company in terms of this policy you have a responsibility to think carefully about your desired working pattern before making an application.

### Making an application

You are only permitted to make one formal application per year; each year runs from the date when the application was made.

Applications must be made in writing and submitted to your manager. An application will be considered to have been made on the day that it was received by the Company.

For an application to be considered by the Company, you must:

- Set out the date of the application, the change to working conditions that you are seeking and when you would like the change to come into effect
- Explain what effect, if any, you think the proposed change would have on the company and how any such effect might be dealt with
- State that this is a statutory request and whether a previous application has been made to the Company and, if so, when it was made

To help the Company consider the request please also provide details of the reasons for your application.

If you fail to provide all the required information, the Company reserves the right to ask you to re-submit the application. An application may not be considered unless it is completed and submitted in full.

### How your application will be considered

Unless your Manager intends to approve the request straight away, they will arrange to meet with you. The proposed changes will be considered in light of the impact on the Company financially, from a service viewpoint and in terms of the impact upon colleagues, as well as other practical considerations.

The meeting provides an opportunity to explore the desired work pattern in depth and to discuss how best it might be accommodated. It will also provide an opportunity to consider other alternative working patterns, should there be difficulties in accommodating the desired work pattern outlined in your application. You can be accompanied by a work colleague at this meeting.

If the application for flexible working is granted, it will mean a permanent change to your own terms and conditions of employment. Accordingly, it will be important that, before making an application, you give careful consideration to:

- Any financial implications it might have on you in cases where the desired working pattern will involve a drop in salary
- Any effects it will have on the Company and how these might be addressed.

### The Company's response

Following the meeting your manager will write to you to either:

- Agree to a new work pattern and confirm the date from which the contract variation shall take effect  
or
- Provide clear business grounds as to why the application cannot be accepted and setting out your right to appeal.

Business reasons for which the Company may reject your request are:

- The burden of additional costs
- Detrimental effect on its ability to meet customer demand
- Inability to reorganise work among existing employees
- Inability to recruit additional employees

- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods that you propose to work
- Planned changes

There may also be occasions on which the Company will need further time to consider an application or to put in place other arrangements before notifying you of the final decision. Accordingly, all time periods can be extended by agreement.

### Appealing if your application is refused

If you wish to appeal against a decision, you must submit your request in writing to the individual identified in the letter confirming the outcome, no later than the end of the fifth working day after you have been notified in writing of the decision.

You will be informed of the date and time of the subsequent appeal. If you cannot attend on this day, you must contact the person named on the invitation letter to inform them of this fact. You can be accompanied by a work colleague.

After the appeal meeting, the Company shall write to you notifying you of the decision reached. This decision will be final and you will not be permitted to make another formal application until 12 months after the date of your original application.

The law requires that all requests, including any appeals, must be considered and decided on within a period of three months from first receipt.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2021

