### ***EXAMPLE***

### **Flexible Working Policy**

#### **1. Policy Statement**

Our company is committed to supporting employees in balancing work responsibilities with personal commitments. We recognise that flexible working arrangements can increase employee engagement, wellbeing, and productivity. This policy outlines our approach to flexible working in compliance with the Flexible Working Regulations 2014 and other relevant UK employment laws.

#### **2. Scope**

This policy applies to all employees with a minimum of 26 weeks of continuous service. All eligible employees have the right to request flexible working under the Flexible Working Regulations 2014, regardless of their role or personal circumstances. This policy does not form part of the employment contract and may be subject to change following business needs and legal updates.

#### **3. Definition of Flexible Working**

Flexible working encompasses a wide range of arrangements, including but not limited to:

* **Flexible Hours**: Adjusted start and finish times, compressed hours (e.g., working a full-time week over fewer days), or staggered shifts.
* **Part-time Work**: A reduced number of working hours, where employees work less than the standard full-time equivalent.
* **Remote Working**: Performing work duties away from the regular workplace, such as from home or another approved location.
* **Job Sharing**: Two employees share the responsibilities of one full-time position.
* **Annualised Hours**: Employees work a set number of hours over the year but with flexibility on how those hours are distributed.
* **Term-time Working**: Employees work only during school term periods, with holidays taken outside of those times.

#### **4. Eligibility Criteria**

All employees with at least 26 weeks of continuous service are entitled to request flexible working. Flexible working requests may be made once every 12 months, though the company may choose to consider multiple requests within this period in exceptional circumstances.

#### **5. Making a Request**

Employees wishing to request flexible working should submit a written request to their line manager or HR department, which should include:

* **Details of the requested change**: Including hours, working days, or location.
* **Impact assessment**: How the change might impact the employee’s role, workload, and the wider team.
* **Proposed start date**: When the employee wishes the changes to take effect.
* **Mitigation plan**: Suggestions on how any potential challenges or impacts can be managed.

#### **6. Company's Consideration of Requests**

The company is legally required to consider all requests in a ‘reasonable manner’. The request will be considered based on:

* **Operational requirements**: Whether the business can operate effectively with the proposed change.
* **Workload management**: How the employee’s workload and tasks can be managed under the new arrangement.
* **Impact on colleagues and the team**: Whether the change would place undue strain on other employees.
* **Customer service or client needs**: Whether the new arrangement would affect the company’s ability to meet client needs.

The company may refuse a request for flexible working if there is a legitimate business reason for doing so, such as:

* Additional costs incurred.
* A detrimental impact on customer service or performance.
* An inability to meet organisational demands.
* Inability to redistribute work among existing staff.

#### **7. Response Timeline**

The company will respond to flexible working requests within three months of the date of the request submission. This period includes considering the request, holding any necessary meetings, and communicating the final decision to the employee. If both parties agree, this time frame may be extended.

#### **8. Trial Periods**

In some cases, the company may offer a **trial period** for the flexible working arrangement to assess its feasibility. If approved, the trial period will be agreed upon in writing, including specific start and end dates, performance expectations, and review dates. At the end of the trial period, the arrangement may be made permanent, modified, or reverted to the previous terms.

#### **9. Appeals Process**

If an employee’s request is denied, they have the right to appeal against the decision in writing within 14 days. The appeal should outline the reasons for the appeal, and the company will arrange a meeting to review the decision. A final decision will be communicated to the employee within 28 days of receiving the appeal.

#### **10. Temporary Flexible Working Requests**

Employees may request temporary flexible working arrangements to accommodate personal or family needs, such as during maternity or paternity leave, medical treatment, or caregiving responsibilities. Temporary flexible working requests should follow the same procedure but will be granted for a fixed period, after which the employee will return to their original terms.

#### **11. Health and Safety**

When requesting remote or home working, the company has a duty to ensure that employees have a safe and suitable working environment. Employees working from home are responsible for maintaining a safe workspace and ensuring they follow health and safety guidelines. The company may conduct risk assessments and provide necessary equipment (e.g., ergonomic chairs, laptops, etc.) to ensure the employee’s health and safety needs are met.

#### **12. Technology and Data Security**

For employees who are approved for remote working, the following guidelines apply:

* **Data protection**: Employees must comply with the company’s data protection and confidentiality policies. They must take precautions to protect company data, including securing devices, using encrypted communications, and following secure IT practices.
* **IT Support**: Employees are responsible for maintaining regular communication with the IT department to ensure they have the necessary technology and support to work remotely.
* **Monitoring**: The company reserves the right to monitor work activity in line with the company’s remote work policy to ensure performance and data security are maintained.

#### **13. Review and Monitoring of Flexible Working Arrangements**

All flexible working arrangements will be subject to periodic review to ensure they continue to meet both the employees’ needs and the business requirements. If necessary, adjustments may be made following discussions between the employee and their manager. Both the employee and the manager must agree on any changes in writing.

#### **14. Manager and Employee Responsibilities**

* **Manager responsibilities**: Line managers are responsible for considering requests, monitoring the performance of employees on flexible working arrangements, and providing guidance on how changes may impact on the team.
* **Employee responsibilities**: Employees working under flexible arrangements must maintain high performance standards, adhere to communication expectations, and ensure availability as required by their role. Remote workers should ensure they have reliable internet access and a quiet working environment.

#### **15. Training and Awareness**

Managers will be provided with training on handling flexible working requests and managing remote or flexible workforces. The company is committed to fostering a culture of support for flexible working, ensuring that all employees are aware of their rights and the company’s stance on flexible arrangements.

#### **16. Non-Retaliation**

The company is committed to ensuring that employees who request flexible working are not subject to any form of retaliation or discrimination. All requests will be handled in a fair, objective, and non-discriminatory manner.

#### **17. Legal Compliance**

This policy complies with the **Flexible Working Regulations 2014**, **Equality Act 2010**, and all other applicable UK employment laws. Changes to the law or business operations will trigger updates to this policy to ensure ongoing compliance.

#### **18. Policy Review**

This policy will be reviewed annually or as necessary to reflect any changes in legislation, business needs, or employee feedback.