

<b>POLICY NAME</b>	<b>Flexible Working Policy</b>
<b>PURPOSE</b>	<b>To ensure that the Company complies fully with Flexible Working legislative requirements, and that all employees are aware of the various initiatives that are available to them.</b>
<b>APPLIES TO</b>	<b>All Staff</b>
<b>DATE IMPLEMENTED</b>	

## **1. Introduction**

- 1.1 Igloo Transport & Automotive Staffing Solutions Ltd ('the Company') aims to support an employee's work-life balance, by providing a source of information and advice on flexible working options, and accommodating employee requests to vary their employment contracts wherever possible.
- 1.2 All employees who meet the criteria as outlined below have the right to request flexible working. Flexible working can include changes to:
- The number of hours worked
  - The working/shift patterns
  - The location of work
- 1.3 In most cases, an accepted request will form a permanent change to an employee's terms and conditions of employment. The employee has no statutory right to revert to the original working arrangement, unless approved by the Company.
- 1.4 The Company is obliged to consider applications for flexible working; however it cannot guarantee to approve all requests. Rejections will be based on genuine business requirements.

## **2. Eligibility**

- 2.1 To be eligible to apply for flexible working an employee must have 26 weeks continuous employment at the date the application is made.

## **3. Making an Application**

- 3.1 Applications to work flexibly must be made in writing to the employee's Manager.
- 3.2 The request must include:
- The date
  - A statement that this is a statutory request
  - Details of how the employee wants to work flexibly and when they want to start
  - An explanation of how they think flexible working might affect the business and how this could be dealt with, e.g. if they're not at work on certain days
  - A statement saying if and when they've made a previous application

3.3 Employees can only make one application in any 12 month period (unless mutually agreed otherwise).

#### 3.4 Consideration

3.4.1 The employee's Manager will give all applications serious consideration.

3.4.2 Upon receipt of a written request a meeting will be arranged in order to discuss the request in more detail. The timing of the meeting must be convenient to both parties, and the employee is eligible to be accompanied by another employee if they wish. However, the meeting does not have to be face to face if this is convenient and suitable for both parties.

3.4.3 All requests will be dealt with in a reasonable manner and within 3 months of submission, unless mutually agreed otherwise.

3.4.4 It will not be necessary for a meeting to be arranged if the request is capable of being accepted by the employer from the outset.

#### 3.5 Accepted Requests

3.5.1 If an application is approved the employee's Manager will confirm this (usually permanent) change to the employee in writing and ensure an amendment to contract is issued.

#### 3.6 Refused Requests

3.6.1 An application can be refused for any other following reasons:

- the burden of additional costs,
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- detrimental effect on ability to meet customer demand
- insufficient work for the periods the employee proposes to work
- a planned structural change to the business

3.6.2 There will be occasions when the original application to work flexibly cannot be granted, however a compromise may be reached. If this is the case then the agreed compromise will be confirmed in writing and an amendment to contract will be issued giving the employee a reasonable amount of time to consider the compromise.

#### **4 Right of Appeal**

4.1 The employee will have the right to appeal against the decision to reject a flexible working request. This will usually be to a Director or someone independent, and should be made in writing within 14 days of the employee having received the decision.

4.2.1 The appeal will be heard by a Director and the decision will be final.

#### **5 Withdrawn requests**

5.1 A request will be treated as withdrawn when the employee, without good reason, has failed to attend both the first meeting arranged by the employer to discuss the employee's request or appeal and the next meeting arranged for that purpose. If the employer makes the decision to treat a request as withdrawn then the employee will be informed of this in writing.

#### **6 Applying a consistent approach**

6.1 The Company will ensure a consistent approach is adopted to all flexible working requests. The Company will comply with their Equal Opportunities practices at all times and ensure there is no discrimination when considering flexible working applications. The needs of the business will prevail at all times.