



HUMAN HABITATS

FLEXI WORK POLICY

Administrative Policy

June 2025

Policy Summary

Policy Name: Flexible Work Policy

Attributable to: All Staff members post Probation Period

Balancing our commitment to our work, colleagues, and clients with providing flexibility is a key benefit to the HH culture. This policy outlines the guidelines for around our Flexible Working Policy.

Eligibility

All employees (includes full-time, part-time and casual employees) who commence employment with Human Habitats can access flexible working if their performance is satisfactory to utilising Flexible Work at their 3-month review meeting (*see Probation Policy*).

Compliance

Once employees pass Probation and their Performance Manager agrees their performance allows for Flexible Work, compliance for flexible working must be achieved in the way of:

- Performance Manager agrees the employee can access this benefit;
 - Workstation is set up to the same standard as in the office;
 - Work Health and Safety check completed online to confirm the household is fit for work;
 - Flex schedule is understood by the employee and there is a commitment to follow it;
 - Employees only work from their approved WFH location which meets compliance;
 - Employees are accessible on phone and teams during business hours and in nominated AM and PM Flex periods;
 - Employees present professionally on screen when having Teams meetings;
 - All Employees are issued with company supplied laptop, monitors and docking stations for home. Employees must accept full responsibility for using these in an honest, ethical, safe and legal manner;
 - Employees must ensure that care is shown for the condition of their devices. If there is damage or loss, and the employee has not taken all reasonable care, the employee is responsible for the cost of repair or replacement.
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Guidelines

Team and Client meetings take priority over the flex timetable. Customer service and one team collaboration must remain the forefront of HH employees decision making;

Casual and Part time employees are expected to maintain the weekly contact hours specified in the Flex Schedule. Contact hours are 2 x Short Days and 1 x Full day in the office with your peers.

Where staff seek to go to part time hours, days worked must match the Flexible Work Schedule (Subject to Personnel Director discretion).

Because the nature of Flexible Work means that staff are not always able to see each other in person, there is an expectation that staff make themselves available for calls at the end of the day (as per Flex Schedule), to ensure a preparedness for the following day, check ins and follow ups to allow directors a window for contact.

AM and PM Flex is noted as some people prefer to work early or late. Where this is part of an employee's routine this needs to be noted in their outlook diary so that other team members can collaborate at different times.

The Flexible Work Policy is taken seriously and there is an expectation that employees respect the trust HH affords them when taking advantage of the policy. A breach of the flex work and/or equipment policy may result in disciplinary action.



Schedule

Flexible Work Policy Schedule - Regular Business Days							
Time Period	Monday	Tuesday		Wednesday	Thursday		Friday
Early AM	AM Flex Must be in Diary	AM Flex Must be in Diary		AM Flex Must be in Diary	AM Flex Must be in Diary		AM Flex Must be in Diary
0830 - 1200	Must be in Office and Available by Phone	Must be Available on MTeams and Available by Phone	Design Team in Office for Monthly Meeting & Collaboration as Required	Must be in Office and Available by Phone	Must be Available on MTeams and Available by Phone	Management Team (incl. Associates) are to be in Office for Meetings & Collaboration as Required and/or Scheduled	Must be in Office and Available by Phone
Lunch							
1300 - 1430	Must be in Office and Available by Phone	PM Flex Must be in Diary		Must be in Office and Available by Phone	PM Flex Must be in Diary		Must be in Office and Available by Phone Monthly, must attend Wrap & Event 1600-1800 Stop work at 1545
1430 - 1700	PM Flex Must be in Diary	PM Flex Must be in Diary		PM Flex Must be in Diary	PM Flex Must be in Diary		
1700 - 1800	PM FLEX - Must be Available by Phone to Liaise with Management						
Late PM	PM Flex Must be in Diary	PM Flex Must be in Diary		PM Flex Must be in Diary	PM Flex Must be in Diary		PM Flex Must be in Diary



HH Meeting Schedule

All internal meetings critical to the operation of the business will be held in person on Tuesday or Thursday mornings (*See HH Meeting Schedule*). Where reasonable and appropriate, the Management Team including Associates must be in the Office for Meetings and Collaboration for scheduled meetings.

All employees are required to attend the following meetings in person:

- Review meetings;
- All meetings throughout the Probation Period;
- EOFY or Career conversations; and
- Performance Improvement Plan meetings.

Meeting Schedule 2025													Time	Location	Required Attendees
Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Monthly Meetings															
Executive Management (PMG Review)													1st Thursday 0930-1000AM	HH	PMG Leaders, Dirs, Operations
Executive Management													1st Thursday 1000-1130AM	HH	Directors, Operations
Design Meeting													2nd Tuesday 0930-1030AM	HH	Design Team
Design Workshops													Last Tuesday 0930-1130AM	HH	Design Team
Marketing													2nd Thursday 0930-1100AM	HH	Pause - TBC
Business Planning													Fortnightly Wed 0930-1130AM	HH	CEO, CPD, Chairman
PMG Leader													3rd Thursday	HH	CEO & Performance Leader
Board													Last Thursday 0930-1200AM	HH	Board (& Minuter)
Admin Day													End of Quarter (Fri/Best Other)	HH	All staff
CFO Meeting													3rd Friday 1000 -1130AM	Remote	CEO & CFO
Weekly Meetings															
Resourcing: Staff													Monday 1000-1030	HH	All Staff
Resourcing: Management													Monday 1030-1045	HH	Snr Associate & Above, Operations
Operations Meeting													Monday 1045-1130	HH	CEO, CPD, Operations
Aged Receivable Meetings: Directors/CPs													Tuesday/Friday AM	Remote	Accounts, Client Partners
Professional Development															
Unlocked Series													Bi-Monthly, Wednesday Midday	HH	All Technical Staff
Consultant Series													Bi-Monthly, Wednesday Midday	HH	All Technical Staff
Culture Event															
Monthly Wrap													End of Month of Friday 1600	HH	All staff
Quarterly Dinner/Event													End of Quarter	HH	All staff

Exceptions

Where a public holiday falls on a Monday, Tuesday's schedule will follow the Monday Flexi-Work schedule. That is all staff in office and capacity and management meetings held in person.

There are no other exceptions to this policy unless approved by the Director group. Should employees require further flexibility, they are encouraged to speak with their Performance Manager.