



## **FLEXIBLE WORKING POLICY**

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**DOCUMENT CONTROL**

<b>DOCUMENT NAME</b>	Flexible Working Policy
<b>ABSTRACT</b>	This document details the Flexible Working Policy – guidelines for the management and employees
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**AUTHORISATION**

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## 1. PURPOSE AND SCOPE

Invenio recognises that many employees may have personal responsibilities and obligations in addition to their work responsibilities. It also appreciates that, at times, it can be difficult to balance those demands. Requests for flexible working will be given full consideration and will be discussed with the employee with the understanding that any agreed flexible working arrangements must take into account the wider business needs.

## 2. ELIGIBILITY

Eligibility will be determined by the employee's manager and HR. This should be made, in writing, to their manager and HR Manager. Any request made 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, for example if they are not at work on certain days
- a statement saying if and when a previous application has been made

2.1 An employee can make two requests in any 12-month period. You do not have to be a parent or carer. A flexible working request can be made for any reason. You can only have one live request for flexible working at any one time, so you will need to withdraw your request or wait for the final outcome of any existing request before submitting a new flexible working request.

2.2 The Company will give serious consideration to every application received. An application will only be refused where it is considered that one or more of the following justifiable grounds applies:

- the burden of additional cost to the Company;
- having detrimental effect on the Company's ability to meet client needs;
- inability to reorganise work among existing staff;
- inability to recruit staff;
- a detrimental effect on performance or the quality of the service provided;
- insufficient work during the period you propose to work;
- planned structural changes; and
- any other grounds that may be specified in the Flexible Working Regulations.

### **3. THE COMPANY'S RESPONSE**

- 3.1 The Company will acknowledge receipt of the request. Where the Company is unable to agree to the request, the Company will aim to arrange a meeting within 28 days of receiving the request to discuss and explore any alternatives. The employee is entitled to be accompanied to this meeting by a work colleague.
- 3.2 The Company will aim to write within 14 days of the meeting either agreeing to a new working pattern and specifying the date on which the change will take effect or explaining the business reasons why the application cannot be accepted.

### **4. APPEAL**

An employee has the right to appeal against the Company's decision within 14 days of the decision being notified to them. This needs to be in writing setting out the grounds of the appeal. The Company will aim to arrange a meeting within 14 days of receiving the notice of appeal. The Company will further aim to write within 14 days of the appeal meeting to advise of the outcome of the appeal. Where the decision is to dismiss the appeal, the notice will state the grounds for the decision and contain an explanation as to why those grounds apply. The notice will also state that there is no further right of appeal.

### **5. TIME PERIODS**

The Company will take reasonable steps to ensure that the time between the Company receiving the flexible working request and the end of the decision process (including any appeal hearing) is no longer than two months. This time limit can be extended at the agreement of both parties, for example, where the manager is absent from work for any reason.

### **6. TRIAL PERIOD**

Any agreed new arrangements for individual employees may be subject to a trial period (e.g. three months) where appropriate. The length and terms of the trial period will be discussed with the employee prior to any changes being implemented and will be determined on a case-by-case basis, dependent on the nature of the change and the role being performed by the employee.

### **7. WITHDRAWAL OF APPLICATION BY AN EMPLOYEE**

- 7.1 The employee can withdraw their application at any stage before agreement. The employee should write to their manager stating they wish to withdraw their application.
- 7.2 Where the employee fails to attend a meeting or appeal meeting on more than one occasion or they refuse to provide reasonable information to allow their application to progress, without reasonable excuse, the Company will treat the application as withdrawn. The Company will confirm the withdrawal of the application to the employee in writing.