

# Flexible Working Policy

## Purpose

RightShip understands that employees need to be able to achieve an effective balance between their work and outside work commitments and responsibilities and that in some cases, employees may wish to request alternative ways of working to achieve this.

Outside work commitments may include family and carer responsibilities, further education and involvement in community organisations and activities.

The purpose of this Policy is to outline the eligibility criteria, process and considerations made on each application for a flexible working arrangement as well as setting out some general guidelines in relation to a specific type of flexible arrangement, remote working.

## Scope

This Policy applies to all RightShip employees.

Eligibility criteria for requesting flexible working arrangements are set out below.

The terms of this Policy do not form part of an employee's contract of employment and this Policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

Please see Appendix A to this policy for the UK policy and process.

## Who can request flexible working arrangements?

A full-time, part-time or fixed term employee is eligible to make a request if they have successfully completed their probationary period with RightShip.

## Types of flexible working arrangements

Examples of flexible working arrangements include changes to:

- hours of work (for example, changes to start and finish times);
- patterns of work (for example, split shifts or job sharing); and
- locations of work (for example working from home or otherwise remotely).

## Flexible working arrangements - process

**Written Request:** If an eligible employee wishes to make a request for a flexible working arrangement they must make it in writing to their manager and to Human Resources. The request must outline the proposed flexible working arrangement which the employee is seeking, why they are seeking this arrangement and the period of time for which they are requesting the arrangement.

**Response:** RightShip will respond in writing to an employee's written request within 21 days of receiving it. The response will either:

- accept the request and notify the employee when it will come into effect and for how long; or
- reject the request and provide reasonable business grounds for this (see below for more information on reasonable business grounds).

**Managing a Flexible Working Arrangement:** RightShip is not obliged, where it has agreed to a flexible working arrangement for one or more employees, to agree to the same or similar arrangements for other employees whether they are carrying out the same or similar roles. Each request will be assessed on a case by case basis, taking into account RightShip's resourcing and servicing requirements.

**Implementing a Flexible Working Arrangement:** A flexible working arrangement which is accepted by RightShip will be set out in writing and signed by the relevant employee.

**Review and Revocation:** A flexible working arrangement will be subject to review at any time based on business needs. If the arrangement is not working for the business needs of RightShip the arrangement may be brought to an end on one months' written notice.

A formal review of the arrangement will occur after 3 months (depending on the terms of the arrangement). If the arrangement is to continue after the formal review further formal review dates will be set for every 12 to 18 months.

**No Permanent Arrangements:** No flexible working arrangement will constitute a permanent change to an employee's role or terms of employment.

**Flexible Working Arrangements for parents and carers:** Workers with children up to the age of 8 years and workers providing personal care or support to a relative, or to a person living in the same household as the worker, and who is in need of their care or support for medical reasons, or other workers covered by applicable law have the right to request remote working, work on reduced hours or flexitime. A reply for these flexible working arrangements will need to be provided to the employee within 2 weeks.

## Reasonable business grounds

**Considerations:** RightShip can consider any reasonable business grounds when determining whether to agree to or deny a request for a flexible working arrangement. This includes, but is not limited to:

- the nature of the employee's role;
- the employee's skills, experience and training requirements;
- whether RightShip's needs will be adversely affected;
- impact on the workloads of the employee's colleagues;
- the need to protect the business and its business information;
- risks to work, health and safety;
- direct and indirect costs of the proposed arrangement;
- the future business needs of RightShip;
- the importance of sharing business knowledge and training with colleagues;
- maintaining the quality and quantity of work and efficiency and productivity levels;
- supervision or co-ordination of colleagues;
- the impact of the proposed arrangement on client/customer service; and
- the number of employees already on flexible working arrangements.

## Remote Working – General guidelines

Requests to work for a certain period of time from places away from the employee's office and even from cities and countries outside of the employee's "home" location.

We set out below some general comments and guidelines relating to these requests:

- RightShip is generally supportive of remote working as a lever for increased engagement and work life balance.
- All requests for remote working arrangements from eligible employees will be dealt with in accordance with the provisions of this Policy.
- Any request for remote working should be made by completing and submitting (to your line manager and HR) the Remote Work Request Form attached to this Policy and submitting a request on the leave system.
- Requests for such arrangements should be planned as much as possible and be submitted a minimum of eight weeks prior to proposed dates of travel so that the business has time to plan accordingly.
- Where a request for a remote working arrangement is granted, the employee will be responsible for seeking their own tax advice, insurance, and fulfilling any visa requirements for the duration of the arrangement.
- Where a request for a remote working arrangement is granted, to ensure that employee performance will not suffer in remote work arrangements, we require our employees to:
  - choose a safe, ergonomic, quiet and distraction-free working space;
  - have an internet connection that is secure and adequate for their job;
  - dedicate their full attention to their job duties during working hours; and
  - adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with local legislation;
- Although each request for a remote working arrangement will be considered on a case by case basis, as a general principle, to ensure that we are not

disrupting our staff, remote working arrangements will be limited to a period of three months a year (inclusive of weekends or public holiday which fall within that period). Any request for a longer period of remote working (or to extend a period of remote working) will require approval from the relevant executive in consultation with HR

- Where an employee is permitted to work on a temporary remote working arrangement RightShip requires the employee to continue to:
  - be contactable and responsive (within the employee's normal working hours);
  - perform their contractual duties and responsibilities to the standard expected by RightShip;
  - adhere to the terms of their employment contract (including in respect of confidential information);
  - adhere to the terms of all RightShip policies and procedures; and
  - take appropriate measures to ensure the security of RightShip's company property, systems and confidential information.

# Remote Work Request Form

If you would like to request a remote working arrangement please fill out this form and review with your line manager. Once approved, please share a copy with HR.

Name :

Job Title :

Home Office Location :

Manager Name and Title :

Information for where you can be reached during this arrangement.	Phone number : Address : Emergency Contact :
Requested duration of remote work arrangement.	Start Date : End Date :
Clearly define the telecommuting work arrangement desired (e.g., day, hours, availability, etc.)	
Agreement on specific work expectations/ outcomes & standards for accountability, quality and timeliness.	
Are there elements of your job that cannot be performed remotely? How will these be managed?	
Impact on work of co-workers and how concerns are resolved.	
Are you able to arrange for the necessary tools and equipment required to do your job effectively?	

Employee Name :

Manager Name :

Signature :

Signature:

Date :

Date :

# Appendix A - UK Flexible Working Policy

## 1. About this policy

- 1.1 This flexible working policy gives eligible employees an opportunity to request a change to their working pattern.
- 1.2 We will deal with flexible working requests in a reasonable manner and within a reasonable time. In any event the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than three months unless we have agreed a longer period with you.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

## 2. Eligibility

- 2.1 To be eligible to make a flexible working request, you must:
  - (a) be an employee;
  - (b) have worked for us continuously for at least 26 weeks at the date your request is made; and
  - (c) not have made a flexible working request during the last 12 months (even if you withdrew that request).

## 3. What is a flexible working request?

- 3.1 A flexible working request under this policy means a request to do any or all of the following:
  - (a) to reduce or vary your working hours;
  - (b) to reduce or vary the days or times you work;
  - (c) to work from a different location (for example, from home).

## 4. Making a flexible working request

- 4.1 Your flexible working request should be submitted to your manager in writing and dated. It should:
  - (a) state that it is a flexible working request;
  - (b) explain the change being requested and propose a start date;
  - (c) identify the impact the change would have on the business and how that might be dealt with; and
  - (d) state whether you have made any previous flexible working requests.

## **5. Meeting**

- 5.1 We will arrange a meeting at a convenient time and place to discuss your request. You may be accompanied at the meeting by a colleague of your choice. They will be entitled to speak and confer privately with you, but may not answer questions on your behalf.
- 5.2 We may decide to grant your request in full without a meeting, in which case we will write to you with our decision.

## **6. Decision**

- 6.1 We will inform you in writing of our decision as soon as possible after the meeting.
- 6.2 If your request is accepted, we will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.
- 6.3 If we cannot immediately accept your request we may require you to undertake a trial period before reaching a final decision on your request.
- 6.4 Unless otherwise agreed, changes to your terms of employment will be permanent.
- 6.5 We may reject your request for one or more of the following business reasons:
- (a) the burden of additional costs;
  - (b) detrimental effect on ability to meet customer demand;
  - (c) inability to reorganise work among existing staff;
  - (d) inability to recruit additional staff;
  - (e) detrimental impact on quality;
  - (f) detrimental impact on performance;
  - (g) insufficiency of work during the periods that you propose to work; or
  - (h) planned structural changes.
- 6.6 If we are unable to agree to your request, we will write to tell you which of those reasons applies in your case. We will also set out the appeal procedure.

## **7. Appeal**

- 7.1 You may appeal in writing within 14 days of receiving our written decision. This includes a decision following a trial period.



- 7.2 Your appeal must be dated and must set out the grounds on which you are appealing.
- 7.3 We will hold a meeting with you to discuss your appeal. You may bring a colleague to the meeting.
- 7.4 We will tell you in writing of our final decision as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.