

Flexible Working Policy

Policy aims	<p>This policy set out Biz's approach to different types of flexible working arrangements.</p> <p>Biz recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore we're keen to support Bizzers achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.</p> <p>We are committed to agreeing flexible working arrangements, provided that the needs and objectives of both Biz and the Bizzer can be met.</p>
What is flexible working?	<p>Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. Examples include:</p> <ul style="list-style-type: none"> • Flexitime • Job-sharing • Part-time working • Term-time/seasonal working <p>See Appendix 1 for explanations of these types of flexible work.</p>
Working from home	<p>Our general expectation is that Bizzers spend the majority of each working week in the office but some home working is available provided it is operationally viable and the individual is meeting their performance objectives.</p> <p>Any requests to work from home will be at the discretion of the line manager.</p>
Ad hoc/temporary requests	<p>For any temporary ad hoc changes to your working arrangements these can be agreed with your line manager.</p>
Permanent changes	<p>Needs of Biz:</p> <p>When considering a request to change a working arrangement on a permanent basis, we need to be realistic and recognise that not all flexible working options will be appropriate for all roles.</p> <p>Where a flexible working arrangement is proposed we will consider the viability of the request with reference to matters such as:</p> <ul style="list-style-type: none"> • the costs associated with the proposed arrangement • the effect of the proposed arrangement on other staff • the need for, and effect on, supervision • the existing structure of the department • the availability of staff resources • details of the tasks specific to the role • the workload of the role <p>Making a request:</p>

	<p>To make a request, please email your line manager and HR setting out:</p> <ul style="list-style-type: none"> • the changes you're seeking to your terms and conditions • the date from when you would like the proposed change to come into effect • what effect you think the requested change would have on the organisation • how, in your view, any such effect could be dealt with <p>Consideration of request</p> <p>Upon receiving a written request for flexible working your line manager/HR will usually seek to arrange a meeting to discuss the request, find out more about the proposed working arrangements and how it could be of benefit to both you and Biz.</p> <p>Responding to a request</p> <p>We will consider the proposed flexible working arrangements, looking at the potential benefits and adverse effects in implementing the proposed changes.</p> <p>Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another to be granted a similar change to their working pattern.</p> <p>You will be informed in writing of the decision relating to your request.</p> <p>Trialling new working arrangements</p> <p>Where there is some uncertainty about whether the flexible working arrangement is practicable a trial period may be agreed. If a trial period is arranged the we will allow sufficient time for you and your manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.</p> <p>Varying an employee's contract</p> <p>Where flexible working practices are agreed as a permanent change, a variation will need to be made to your contract of employment. A contract amendment letter will be sent to you detailing the changes to your contract of employment.</p>
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Appendix 1

Flexible working examples

- **Flexitime** allows an employee to choose, within certain limits, when to begin and end work.
- **Home-working** is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The organisation can consider home-working being an occasional agreed day, a mix of home and office based work each week or a full time arrangement.
- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time. The suitability of posts for job-sharing will be stated in any internal or external advertisements.
- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday.
- **Term-time/seasonal working** is where an employee reduces their hours or takes time off during any school holidays, Ramadan or any very quiet operational periods. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave).