Title: **VALLEY PROVINCIAL LTD FLEXIBLE WORKING POLICY**

Policy Statement

Consideration is to be given to allowing flexibility for workers to work from locations outside of the Head Office where applicable, taking into account needs, efficiencies, health & safety and information security.

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Introduction

Valley Provincial Ltd supports staff requirements for flexible working arrangements. The organisation recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the organisation wants to support its employees to achieve a better balance between work and their other priorities, such as caring or child-minding responsibilities whilst remaining efficient and effective in meeting the needs of the business.

The organisation is committed to discussing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

It is the organisation's policy to encourage open discussion with employees. If an employee thinks they may benefit from flexible working, they can contact Paul Brown or Louise Jackson to arrange an informal discussion to talk about the options

This policy does not form part of the employment contract and can be amended at any time.

What flexible working is

Flexible working is a type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

For example:

- Compressed hours
- Hybrid working
- Part-time working
- Remote working
- Working from home

These examples are considered to be the typical arrangements that employees will request. However, the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee.

Types of flexible working

Compressed hours

Compressed hours means an employee works their usual full time hours in fewer days by working longer blocks. There is no reduction in the employee's pay. For example, a 5-day week is compressed into 4 days, or a 10-day fortnight into 9 days.

Hybrid working

Hybrid working is a mixture of working remotely and in the employer's premises. Working remotely can include working at clients sites when you have travelled direct from home to your place of work.

Part-time working

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 works Monday to Wednesday.

Remote working

Remote working means working from anywhere other than the employer's premises. This can include working from home or any other agreed location.

Remote working also includes travelling from home to the clients premises without the need for visiting / working from the Head office.

The organisation can consider remote working as being an occasional agreed day, a mix of working remotely and in the workplace, or a full-time arrangement.

Working from home

Working from home or homeworking 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 homeworking being an occasional agreed day, a mix of working at home and in the workplace, or a full-time arrangement.

Where it is agreed that an employee can work from home, considerations should be made for health & safety and wellbeing of the employee including display screen assessment and working conditions. Provisions should also be made for information security when working in the home environment and reference should be made to the Company's Data Protection Policy.

Our approach to flexible working

The organisation is committed to providing a range of appropriate working patterns.

There are many different types of flexible working. While some might not be practical for every job, it's likely other types will work. The organisation commits to look at what's possible.

Where a flexible working arrangement is requested, the organisation will take into account a number of criteria. This includes:

- 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
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

Eligibility

All employees have a statutory right to request flexible working from the first day of employment.

Hiring managers will:

- **include flexible working options that are available in job adverts**
- **discuss flexible working with the successful applicant before they start**

If a working arrangement is agreed, the employee will be sent a confirmation letter which will include details of the arrangements.

If, during the period of employment, an employee needs to change their flexible working arrangement, they should discuss with **Paul Brown or Louise Jackson**.

Complaints and further information

An employee should raise any concerns with **Paul Brown or Louise Jackson**.

Monitoring and review

All aspects of this policy are to be reviewed annually.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: **16/12/2024** _____

Review date: **16/12/2025** _____