

FLEXIBLE WORKING POLICY

It is our policy to inform all employees of their statutory right to request flexible working. It applies to both sexes who have young or disabled children and want to request flexible working arrangements in order to care for their child or are the main carer for an adult.

Eligibility

You are eligible to make a request for flexible working if:

- You are an employee of the Company whether male or female;
- You have been continuously employed for a period of not less than 26 weeks at the date when the application is made; and
- You have not already made a statutory application to work flexibly in the previous 12 months.

Caring for a child:

- You have a child who is under 16 years old, or under 18 years old if the child is disabled (the application must be made no later than two weeks before the child's relevant birthday);
- You have or expect to have responsibility for the upbringing of the child;
- You are making the application in order to care for the child; and

You are:

- The mother, father, guardian, adopter or foster parent of the child; or
- married to, or the partner of the child's mother, father, guardian, adopter or foster parent of the child;

Caring for an adult:

- You have caring responsibilities for an adult aged 18 or over;
- You have or expect to have responsibility for the care of the adult;
- You are making the application in order to care for the adult; and

You are:

- married to, or the partner or civil partner of the adult; or
- a relative of the adult; or
- Living at the same address as the adult.

Application requirements

An application for flexible working must be made in writing. It must specify the change being applied for and the date on which it is proposed the change should become effective, explain what effect, if any, you think the change applied for would have on the Company and how this could be dealt with, and set out how you meet the eligible criteria. On receipt of a valid application, the Company will arrange a meeting with your line manager to discuss your application as soon as practicable. This meeting will generally be held within 28 days after the date on which you make the application. A fellow employee can accompany you at this meeting.

It is important to note that if your application is accepted, any new working arrangements will be a permanent change to your terms and conditions of employment, unless it is agreed otherwise.

Scope of a request

Eligible employees will be able to request, for example:

- a change to the hours they work
- a change to the times when they are required to work
- home-working

The procedure

In summary, the procedure will be as follows:

- You make a request for flexible working in writing stating your desired flexible working arrangement and your argument for accommodating the request. You must provide an explanation to the Company of what the effect of your request would be and to make suggestions for how to deal with that effect.
- You must state in your application the date on which the proposed change should become effective.
- Once the form is returned, the Company will arrange a meeting with you within 28 days. This will provide you and the Company the opportunity to explore the desired work pattern in depth, and discuss how best it might be accommodated.
- Within 14 days after the meeting, the Company will write to you to either agree the new work pattern and a start date; or to provide clear business grounds as to why the application cannot be accepted and the reason why these grounds applies in the circumstances.
- The procedure provides you with the right to appeal against the Company's decision within 14 days of receiving the notification. The appeal process is designed to be in keeping with the overall aim of both parties is to reach a satisfactory outcome in the workplace. An appeal meeting will be held, within 14 days of the notice of appeal being given, at a mutually convenient time and place. A fellow employee may accompany you at this meeting. A written notice of the decision will be provided within 14 days of the meeting. Where the appeal is upheld the notice will set out the details of the change and if the appeal is refused the notice will set out the grounds on which this is based.

Reasons for refusal

Each individual case will be assessed on its own circumstances. If your request is refused, then the Company will send a letter to explain the grounds for refusal.

An application can be refused if it is considered that one or more of the following grounds apply:

- Inability to recruit additional staff
- Burden of additional costs
- Inability to reorganise work
- Insufficiency of work during the periods you propose to work
- Detrimental effect on ability to meet customer demand
- Detrimental impact on quality
- Detrimental impact on performance
- Planned structural changes

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	