

# Flexible Working Procedure

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## 1. Purpose

The purpose of this procedure is to outline the process for requesting and managing flexible working arrangements at Statom Group. This procedure aims to support employees in achieving a better work-life balance while ensuring that business operations remain effective and efficient.

## 2. Scope

This procedure applies to all employees of Statom Group, including full-time, part-time, and fixed-term employees who have completed their statutory eligibility period.

## 3. Definition

**Flexible Working:** Any change to the standard working arrangements, including but not limited to:

- Adjusted working hours (e.g., part-time, compressed hours)
- Flexible start and end times
- Remote working or telecommuting
- Job sharing
- Annualized hours

## 4. Eligibility

Employees are eligible to request flexible working arrangements if they:

- Have worked for Statom Group for at least 26 weeks at the time of the request.
- Are not on maternity, paternity, adoption, or shared parental leave at the time of the request.

## 5. Request Procedure

### 1. Submitting a Request

- **Application:** Employees must submit a formal request in writing using the Statom Group Flexible Working Request Form. The request should include:
  - The desired flexible working arrangement.
  - The reason for the request.
  - The date the change is intended to take effect.
  - Any impact the change might have on the team or business operations and how it will be managed.
- **Form Submission:** The completed form should be submitted to the employee's line manager or HR department.

### 2. Acknowledgment

- **Receipt Confirmation:** The HR department or line manager will acknowledge receipt of the request in writing within 7 days of submission.

### 3. Consideration

- **Meeting:** A meeting will be arranged with the employee to discuss the request in more detail. The employee can be accompanied by a colleague or trade union representative if desired.

- **Assessment:** The request will be assessed based on factors including business needs, the impact on the team, and the feasibility of the proposed arrangement.

#### 4. Decision

- **Outcome:** A decision will be made and communicated to the employee within 14 days of the initial meeting. The decision may be:
  - Approved as requested.
  - Approved with modifications.
  - Denied, with reasons provided.
- **Implementation:** If approved, the new working arrangement will be implemented as agreed upon, and any necessary adjustments to employment contracts or schedules will be made.

### 6. Appeal Procedure

#### 1. Appeal Submission

- **Appeal Request:** If the employee disagrees with the decision, they can appeal in writing within 14 days of receiving the decision. The appeal should be addressed to [HR Department/Appeal Manager].

#### 2. Appeal Meeting

- **Review Meeting:** An appeal meeting will be arranged to review the decision. The employee may be accompanied by a colleague or trade union representative.

#### 3. Final Decision

- **Outcome:** A final decision will be communicated in writing within 7 days of the appeal meeting. This decision is final and not subject to further appeal.

### 7. Trial Period

- **Trial Period:** In some cases, a trial period for the new flexible working arrangement may be implemented to assess its effectiveness. The trial period will typically last for [insert duration, e.g., 3 months].
- **Review:** The arrangement will be reviewed at the end of the trial period to ensure it meets the needs of both the employee and the company.

### 8. Monitoring and Review

- **Performance Monitoring:** The impact of flexible working arrangements on performance, productivity, and team dynamics will be monitored regularly.
- **Review:** Flexible working arrangements will be reviewed periodically to ensure they remain effective and meet the needs of both the employee and the business.

### 9. Records

- **Documentation:** Records of flexible working requests, decisions, and any associated correspondence will be maintained in accordance with data protection regulations.
- **Retention:** Records will be kept for [insert duration] and then securely disposed of.

### 10. Responsibilities

- **Employees:** Responsible for submitting requests, attending meetings, and adhering to agreed arrangements.
- **Managers:** Responsible for considering requests fairly, assessing impact, and communicating decisions.

- **HR Department:** Responsible for managing the flexible working procedure, supporting employees and managers, and ensuring compliance with legal requirements.

## 11. Policy Review

This procedure will be reviewed annually to ensure its effectiveness and compliance with current legislation. Updates will be communicated to all employees.

## 12. Contact

For questions or further information regarding this procedure, please contact HR Department.

**Effective Date:** 01/09/2024

**Policy Owner:** Martina Oyite – Head of HR

**Review Date:** 31/08/2025

