

Statom Group Flexible Working Policy**HR-POL- 014-04****Purpose**

Statom Group recognises that flexible working can support employee wellbeing, work-life balance, engagement, retention, and productivity.

This policy sets out how employees may request flexible working arrangements and how the Company will consider those requests fairly, consistently, and in line with business needs.

The Company will consider all flexible working requests reasonably. However, approval will depend on whether the proposed arrangement is suitable for the role, the team, the client, operational delivery, health and safety, supervision requirements, and the wider needs of the business.

Scope

This policy applies to all employees of Statom Group, including full-time, part-time, fixed-term, and temporary employees.

This policy does not apply to self-employed contractors, agency workers, consultants, or workers who are not employees, unless the Company confirms otherwise in writing.

Types of Flexible Working

Flexible working may include, but is not limited to:

Flexible Hours

Employees may request to vary their start and finish times, subject to the needs of the role, team, project, client, and business.

Examples may include:

staggered start and finish times;
adjusted working hours;
compressed hours;
part-time working; or
agreed changes to working days.

Remote Working or Home Working

Employees may request to work from home or from another approved location, either on a full-time, part-time, occasional, or hybrid basis.

Remote working will only be approved where the Company is satisfied that the arrangement supports effective performance, communication, supervision, data security, confidentiality, health and safety, and operational delivery.

Home working is not an automatic entitlement and must be approved in writing.



Hybrid Working

Hybrid working means working partly from a Company workplace, site, office, client location, or project location, and partly from home or another approved remote location.

Any hybrid working arrangement must be suitable for the role and must meet business, operational, client, project, and team requirements.

Job Sharing

Job sharing involves two employees sharing the responsibilities, duties, and hours of one full-time role.

Job sharing will only be considered where the Company is satisfied that the arrangement can operate effectively and will not adversely affect performance, continuity, client service, supervision, or operational delivery.

Term-Time Working or Annualised Hours

The Company may consider other flexible working patterns, including term-time working or annualised hours, where these are compatible with the role and business requirements.

Eligibility

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

Employees may make up to two statutory flexible working requests in any 12-month period.

An employee may not make a further statutory request if they already have an active flexible working request under consideration.

The Company may, at its discretion, consider informal or temporary flexibility outside the statutory process where appropriate. Any informal arrangement must be confirmed in writing and does not automatically change the employee's contractual terms.

Making a Flexible Working Request

Employees who wish to request flexible working must complete the Company's Flexible Working Request Form and submit it to their line manager, with a copy to HR.

The request form must include:

- the date of the request;
- confirmation that the request is being made as a statutory flexible working request, where applicable;
- the change the employee is requesting;
- the date the employee would like the change to start;
- whether the employee has made any previous statutory flexible working requests; and
- the date of any previous statutory flexible working request.

Employees do not need to explain the impact of their request on the Company. However, employees may choose to provide supporting information where they believe this would help the Company consider the request.

The Company may ask the employee to provide further information where this is reasonably needed to assess the request properly.

A request will not normally be treated as formally received until the completed Flexible Working Request Form has been submitted.

How Requests Will Be Considered

The Company will consider flexible working requests reasonably and without unlawful discrimination.

When reviewing a request, the Company may consider:

- the requirements of the role;
- operational and project needs;
- client or customer requirements;
- site or office coverage;
- health and safety requirements;
- supervision and management needs;
- performance, productivity, and quality of work;
- team impact and workload distribution;
- confidentiality, data protection, and IT security;
- payroll, working time, and contractual implications;
- cost and resource implications; and
- whether an alternative arrangement may be suitable.

The Company may approve the request, reject the request, propose an alternative arrangement, or agree a temporary or trial arrangement.

Meetings and Consultation

The Company will normally arrange a meeting to discuss the request before making a decision.

The purpose of the meeting is to understand the request, explore whether it can be accommodated, discuss any concerns, and consider possible alternatives if the original request cannot be agreed.

The employee may be accompanied at the meeting by a work colleague or trade union representative where reasonable and appropriate.

If the employee fails to attend a meeting without good reason, the Company may rearrange the meeting. If the employee fails to attend a rearranged meeting without good reason, the Company may treat the request as withdrawn, subject to the circumstances.

Decision Timescale

The Company will deal with flexible working requests, including any appeal, within two months of receiving the request, unless the Company and employee agree an extension.

The decision will be confirmed in writing.

If the request is approved, the written confirmation will set out:

the agreed working arrangement;
the start date;
whether the arrangement is permanent, temporary, or subject to a trial period;
any impact on pay, hours, benefits, duties, location, or other terms and conditions;
any expectations linked to the arrangement; and
any review arrangements.

If the request is refused, the written confirmation will set out the business reason for refusal and the employee's right of appeal.

Trial Periods

The Company may agree a trial period to assess whether a flexible working arrangement is workable.

A trial period will usually last for up to three months, although a different period may be agreed depending on the circumstances.

During the trial period, the Company will assess whether the arrangement supports the needs of the role, team, project, client, and business.

The Company may extend, amend, confirm, or end the arrangement at the end of the trial period.

Where the arrangement is not working effectively, the Company will explain the reasons and may require the employee to return to their previous working arrangement or to an agreed alternative.

Permanent Changes to Terms and Conditions

Where a statutory flexible working request is approved on a permanent basis, it will usually result in a permanent change to the employee's terms and conditions of employment.

There is no automatic right to return to the previous working arrangement unless this is agreed in writing.

Any permanent contractual change will be confirmed in writing.

Temporary, informal, occasional, or trial arrangements will not create a permanent contractual entitlement unless the Company confirms this in writing.

Home Working and Remote Working Expectations

Where home working or remote working is approved, employees must remain fully available, contactable, productive, and focused during their working hours.



Employees must dedicate their working time to the proper fulfilment of their role and must not undertake personal activities, secondary employment, childcare, caring responsibilities, domestic tasks, or other commitments that prevent them from carrying out their duties effectively.

Home working is not a substitute for childcare or other dependant care. Employees must have appropriate arrangements in place to ensure they can work effectively and safely during their agreed working hours.

Employees working from home or remotely must:

- work their agreed hours;
- be available and contactable during working hours;
- attend virtual and in-person meetings when required;
- attend the office, site, project, client location, or Company premises when reasonably required;
- maintain expected standards of performance, productivity, conduct, and communication;
- protect confidential information and personal data;
- comply with Company IT, data protection, cyber security, and health and safety requirements;
- ensure their working environment is suitable, safe, and free from avoidable disruption;
- accurately record working time, attendance, absence, and breaks where required; and
- notify their manager promptly if they are unable to work effectively for any reason.

The Company reserves the right to review, amend, suspend, or withdraw a home working, remote working, or hybrid working arrangement where:

- business needs are not being met;
- performance, productivity, quality, communication, availability, or responsiveness is affected;
- the employee cannot properly fulfil the role from the remote location;
- the arrangement creates operational, client, project, supervision, confidentiality, data security, health and safety, or team concerns;
- the employee fails to comply with the agreed arrangement or Company policies;
- the role or business requirements change; or
- the arrangement is no longer suitable for the Company.

Where reasonably practicable, the Company will discuss concerns with the employee before withdrawing or changing an arrangement. The Company will confirm any changes in writing.

Attendance at the Workplace, Site, or Client Location

Flexible working, home working, or hybrid working does not remove the requirement to attend the workplace, site, project, training, client location, or meetings where the Company reasonably requires attendance.

Employees must attend in person where this is necessary for operational delivery, supervision, collaboration, training, performance management, client service, health and safety, or business requirements.

Refusal to attend when reasonably required may be managed under the relevant Company procedure.



Pay, Benefits, Hours, and Payroll

Any change to working hours, working pattern, or contractual status may affect pay, overtime, benefits, holiday entitlement, pension contributions, allowances, and other employment terms.

The Company will confirm any payroll or contractual impact in writing before implementing an approved arrangement.

Employees must not work unauthorised overtime or additional hours without prior approval.

Employees remain responsible for accurately recording their working time, attendance, absence, and breaks in line with Company requirements.

Health and Safety

The Company has health and safety duties towards employees, including those working from home or remotely.

Employees must take reasonable care of their own health and safety and must comply with any home working, workstation, display screen equipment, risk assessment, or reporting requirements.

Employees must report any work-related accident, incident, hazard, discomfort, or concern promptly.

The Company may require the employee to complete a home working assessment or provide information about their working environment before approving or continuing a home working arrangement.

Confidentiality, Data Protection, and IT Security

Employees working flexibly, remotely, or from home must comply with all Company policies relating to confidentiality, data protection, IT, cyber security, document control, and acceptable use.

Employees must ensure that Company information, client information, commercial information, employee data, and personal data are kept secure at all times.

Employees must not allow family members, visitors, or any unauthorised person to access Company systems, documents, equipment, or information.

The Company may withdraw remote working where confidentiality, data protection, or IT security requirements are not being met.

Refusing a Flexible Working Request

The Company may refuse a flexible working request only where there is a valid business reason.

The statutory business reasons include:

- the burden of additional costs;
- a detrimental effect on the ability to meet customer demand;
- an inability to reorganise work among existing staff;



- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- insufficiency of work during the periods the employee proposes to work; or
- planned structural changes.

The Company will explain the reason for refusal in writing.

Appeals

Employees have the right to appeal if their flexible working request is refused.

An appeal must be submitted in writing within 14 calendar days of receiving the decision.

The appeal should explain the grounds of appeal, including why the employee believes the decision should be reconsidered.

Where possible, the appeal will be considered by a manager who was not involved in the original decision.

The appeal outcome will be confirmed in writing.

The full process, including the appeal, will be completed within two months of the original request unless an extension is agreed.

Withdrawal of a Request

A flexible working request may be treated as withdrawn where:

- the employee withdraws the request in writing;
- the employee fails to attend a meeting and a rearranged meeting without good reason;
- the employee unreasonably refuses to provide information needed to consider the request; or
- the employee confirms they no longer wish to proceed.

The Company will confirm any withdrawal in writing.

Equality and Reasonable Adjustments

The Company will consider all requests fairly and without unlawful discrimination.

Where a request relates to disability, pregnancy, maternity, childcare, caring responsibilities, religion or belief, or another protected characteristic, the Company will consider any relevant equality obligations, including the duty to make reasonable adjustments where applicable.

A request for reasonable adjustments may be considered separately from, or alongside, a flexible working request.

Abuse of Flexible Working Arrangements

Employees must comply with any approved flexible working arrangement and must not misuse the

arrangement.

Concerns about dishonesty, unauthorised absence, inaccurate time recording, failure to work agreed hours, failure to remain contactable, or undertaking non-work activities during working time may be managed under the relevant Company procedure, including the Disciplinary Policy where appropriate.

Interaction With Other Policies

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This policy should be read alongside other relevant Company policies, forms and procedures, including:

- Employment Contract;
- Flexible Working Request Form;
- Employee Handbook;
- Disciplinary Policy;
- Grievance Policy;
- Absence Management Policy;
- IT and Communications Policy;
- Data Protection Policy;
- Health and Safety Policy;
- Equal Opportunities Policy;
- Time Recording or Timesheet Procedure; and
- any site, client, project, or department-specific requirements.

Policy Review

This policy will be reviewed annually or earlier where required due to changes in legislation, Company practice, operational requirements, or business needs.

The Company reserves the right to amend this policy at any time.

Changes will be communicated to employees as appropriate.

SIGNED



Stan Nikudinski
CEO Statom Group Ltd.

Review: Annually
Date: 01/01/2026
Next Review: 01/01/2027

SIGNED



Martina Oyite
Group HR Director

Review: Annually
Date: 01/01/2026
Next Review: 01/01/2027