



Flexible Working Policy

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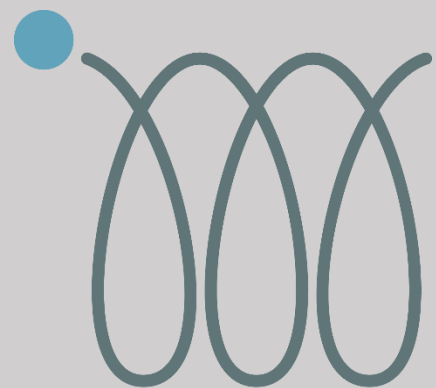
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| <u>2</u> | <u>10/18</u> | <u>HR Manager</u> | <u>Revised whole policy to fit IM requirements</u> |
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1. Introduction

This policy is entirely non-contractual and does not form part of an employee's contract of employment. Throughout this policy, references to "the Company" mean I.M. Group Limited and/or your employer within the group of companies headed by I.M. Group Limited as appropriate.

This policy outlines the procedure to follow if employees wish to request to work flexibly. The Company wants to support its employees to achieve the best working, travelling and personal life balance possible, whilst continuing to support the needs of the business.

2. Responsibilities

An employee must make a written application to their line manager for any change in existing working arrangements that they wish to request for consideration.

Line Managers must consider all requests from employees, irrespective of grade, level, contracted hours, age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, to change their existing working patterns either on a temporary or permanent basis. All requests for flexible working should be treated fairly and equitably. There is a need for all parties to be flexible in their approach when applying for or considering authorising changed working hours.

HR is responsible for advising and supporting managers and individuals in dealing with flexible working requests and ensuring consistency in the way in which the policy is applied.

3. Eligibility

The Employment Relations (Flexible Working) Bill gives employees the right to request a change to the number of hours that they work, the times that they work or their place of work, irrespective of their length of service. While it is our policy to be flexible on working patterns for all its employees, in order to ensure that it is complying with its legal obligations concerning the right to request flexible working, there may be situations where precedence has to be given to those who are eligible for this right.

Employees cannot make more than two flexible working requests in any 12-month period.

4. Business Need

Although the Company is committed to providing the widest possible range of working patterns for its workforce, and will always take the personal circumstances of its staff into account, both management and employees need to be realistic and recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business, it will depend entirely on the need of the company within IM Group as each company will have different working structures from each other.

When a request of flexible working is received, the Company will need to take in to account a number of criteria including (but not limited to) the following:

- the cost of the proposed arrangement
- the effect of the proposed arrangement on other staff
- the level of supervision that the post-holder requires
- the structure of the department and staff resources
- other issues specific to the individual's department
- an analysis of the tasks specific to the role, including their frequency and duration
- an analysis of the workload of the role.

5. Procedure

5.1 Applying for Flexible Working

If you wish to request to change your present working arrangements, you must apply in writing to your Line Manager, completing and submitting the flexible working request form (see final page of this document).

We expect the flexible working request form to be carefully thought out and that you, if necessary, are prepared to be flexible yourself, in order to reach an agreement with your Line Manager. Once you have written the request, send it to your Line Manager and HR. HR will acknowledge your request has been received and confirm the date on which the application has been submitted.

5.2 The Meeting

Your manager has a maximum of 28 days to arrange a meeting with you in order to consider your request, unless the line manager notifies the employee in writing of their agreement to the variation. The meeting will provide the opportunity to discuss your desired work pattern in depth and consider how it might be accommodated. Both parties should be prepared to be flexible, it maybe that an alternative working arrangement may more be appropriate.

5.3 Reaching a Decision

Your manager will inform you of their decision in writing within 14 days of the meeting.

There will be occasions when it is not possible to complete a particular part of the procedure within the specified time limit; such extensions of time limits must be mutually agreed in writing.

5.4 Acceptance

If your request is accepted, the letter will include a description of the new working pattern and the date from which it is to take effect. Further meetings may be required to establish the future working parameters and to consider what hand over arrangements will be needed.

It may be necessary to agree that your new working pattern will take place for a trial period in order to see how it would operate. A trial period will usually be in place for 3 months and reviewed at the end by both the employee and management. Should it be found during the trial period that the new working pattern is unsuitable, you will be provided with the reasons for this and, if appropriate, what alternative options are available. These options could include returning to your original hours prior to the 3 months trial period, or discussing a different working pattern etc.

Should a new working pattern be agreed, this will be a permanent change to your terms and conditions of employment, and you will have no right to revert to your former hours of work, unless agreed otherwise.

5.5 Rejection

If your request is rejected after due consideration, you will be informed of the refusal in writing. The refusal could be based on one or more specific business reasons. It could be due to:

- The additional costs involved
- A detrimental effect on the Company's ability to meet business demands
- An inability to reorganise work among existing employees
- An inability to recruit additional staff
- A detrimental impact on quality or performance
- Insufficiency of work during the periods the individual proposes to work
- Planned organisation changes.

5.6 Appeal

If your application is refused you have the right to appeal, in writing, against the decision within 14 days of receiving the outcome of your application. An appeal hearing will be held within 14 days of an appeal notice being received by us. We will notify you of our decision in writing within 14 days of the meeting and this decision will be final.

5.7 Accompaniment

You have the right to be accompanied by a colleague of choice during any meeting held as part of this procedure.

6. Withdrawing an application

Employees should tell their employer in writing if they want to withdraw their application. The employer can treat an application as withdrawn if the employee misses 2 meetings to discuss an application or appeal without good reason, for example sickness. The employer must tell the employee they are treating the request as withdrawn.

7. Appendix – Request for Flexible Working Form

| | | | |
|---|--|--|-----------------|
| Request for Flexible Working Form | | | |
| <p>To be eligible for flexible working you must be an employee of IM Group or one of our companies. Employees can make up to two requests in every 12-month period. It will help us to deal with your application if you provide as much information as you can about your desired working pattern.</p> | | | |
| Name: | | | |
| Employee Number: | | | |
| Is this request made in pursuance of a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010? | | | |
| <i>I wish to submit a statutory for flexible working as detailed below.</i> | | | |
| <p>Please set out the working pattern you wish to take. (If you wish to change your working hours, please give your current hours and the hours you wish to work, or if you would like to work from home, please detail the hours you wish to do this.)</p> | | | |
| | | | |
| Date for change to begin: | | | |
| <p><i>If your request is granted, you shall receive a letter detailing this change from your HR representative. It will help us to deal with your application if you provide as much information as you can about your desired working pattern.</i></p> | | | |
| Employee Signature: | | | Date Submitted: |
| Line Manager Signature: | | | Date: |
| Department Head Signature: | | | Date: |
| Executive Signature: | | | Date: |

| | |
|---------------------------------------|-----|
| Details of any previous requests | |
| Have any previous requests been made? | Y/N |
| Date this was submitted: | |

