



Flexible working policy April 2024.

Introduction

We believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing and improve performance and productivity.

This policy sets out our approach to flexible working requests under the statutory procedure.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Eligible employees

All employees have the statutory right to request flexible working. Under the statutory procedure, you can make two requests in every 12-month period. If you have submitted a flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting another.

However, we recognise the importance of providing flexible working for all staff/employees. Therefore, if you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request, and we will consider this on an informal basis.

Our commitment to you

We are passionate about creating an inclusive culture that supports a good work-life balance. We care about your health and wellbeing and want to invest in an environment where everyone can thrive.

Types of flexible working

We will consider requests for any type of flexible working with an open mind. Examples of flexible working include:

- hybrid working, where staff split their time between attending the workplace/office and working remotely.
- part-time working.
- homeworking.
- flexible hours (for example flexible start and finish times); and compressed hours (for example a four-day working week or nine-day fortnight).

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- The job you have and the level of responsibility
- Your ability to still meet the needs of others
- Your location
- Whether there are seasonal fluctuations in your workload
- If you are a leader, whether you will be able to display a degree of flexibility within your flexible working arrangements.

Making a request for flexible working

All requests must be made in writing by email or letter at least 8 weeks before you would like the change to take effect to give the company time to consider it properly. This should be submitted to your line manager/the HR department.

Any request made under this policy must include:

- the date of the request.
- the changes that you are seeking to your terms and conditions of employment.
- the date on which you would like the change to come into effect.
- a statement that this is a statutory request.
- if you have made a previous application for flexible working; and
- if you have made a previous request, when you made that application.

If your request does not contain all the required information, you will be asked to resubmit it with the necessary additional information. Any request that is incomplete or contains errors will not be automatically rejected.

Timescales

Once you submit your flexible working request, it will be reviewed within 8 weeks, from receipt of the request to notification of any appeal decision.

The timescales within this policy may be extended where this is mutually agreed.

Consultation meeting

Your line manager will arrange a consultation meeting to discuss your flexible working request. The consultation meeting will be held within seven days of receiving your request. However, if this is not possible, you will be informed of the reason for any delay.

You may, if you wish, ask a fellow worker or a trade union official to attend the meeting with you.

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The consultation meeting is an opportunity for you to explain how the proposed working arrangements would benefit you and for us to consider and discuss any alternative flexible working options that may be available and suitable for you and the organisation.

At the consultation meeting, we urge you to be as open as possible about your needs so that we can engage in a constructive discussion about what is feasible.

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