



## Flexible Working Policy

### Policy Statement

Spirit offers all staff flexible working patterns within the guidelines set out in this policy, so long as they enable us to meet our business needs.

Flexible working arrangements, including occasional home-working and flexible start and finish times, are available to all staff. Please refer to the Flexible Working Hours policy for more information. Exceptions to this include required weekend or evening commitments, as agreed with your line manager. For the details of any regular home working arrangements, and the hours and days you work if you are part time, you must have your line manager's written agreement on an Individual Working Pattern Form (in the Egnyte: HR/Forms folder) which you and Spirit will keep as an ANNEX to your Contract.

### Policy Guidelines

1. Staff working flexibly and/or remotely must keep in regular contact with your line manager and other members of the team. If you mostly work away from the London office, or if your line manager mostly works away from the office, you should book regular (at least weekly) telephone or video sessions with your line manager, monthly sessions with the Chief Executive and stay in close touch with colleagues you are working with on specific projects or tasks. Slack is a useful way to keep in contact on general office things.

### Changes to working hours/pattern of work

2. Any staff member that has successfully completed their probation can request additional flexibility within your terms and conditions of employment. For example, job sharing, a move to part time working, enhanced term time working or staggered hours. You should make requests in writing to the Chief Executive with the approval of your line manager.

Requests must include the following information:

- ✚ Why you would like to make the change, e.g. any caring responsibilities you have, or will have
- ✚ The change or changes you would like to make
- ✚ A statement that you are making the request under the statutory right to request flexible working
- ✚ The date you would like the change to start
- ✚ Your, and your manager's, assessment of the effects the change would have on Spirit and how any detrimental effects could be mitigated.

### Consideration of Requests

3. If your line manager approves your request the Chief Executive will discuss it with you within 28 days. She may reject your request if she considers that one or more of the following applies:
  - ✚ Your request entails significant revision of the distribution of responsibilities amongst the team, with consequent detrimental impact on colleagues and /or stakeholders
  - ✚ Your request creates the need for us to recruit additional staff, for which we lack the facilities and/or which the Board does not approve
  - ✚ Your request entails additional costs
  - ✚ The change would have a detrimental effect on Spirit's ability to meet partner and stakeholder needs
  - ✚ The change would be detrimental to the quality of Spirit's service
  - ✚ The change risks a detrimental impact on business performance
  - ✚ Your proposed working hours either would leave Spirit understaffed at certain points in the week or year, or would create staffing capacity above our needs at certain points in the week or year.

The Chief Executive will write to you within 14 days of the meeting, agreeing the request, or explaining the reasons for rejecting it. If she and your line manager agree the request, you should then record it on the Individual Working Pattern form and append it to your contract. Your line manager and you will review the arrangements at mid and end year PDP review meetings to ensure they are working well for you and for Spirit.

### Appeals

4. If you are not satisfied with the decision you have the right to appeal to the Chair of the Audit & Risk Committee. Your appeal must be in writing, setting out the grounds of appeal, within 14 days of your application being rejected. Within 14 days of receiving the appeal, the A&R Committee Chair and your Chief Executive and/or

your line manager, must meet at a mutually convenient time and place. You have the right to be accompanied by a friend or colleague at this meeting.

The A&R Committee Chair must give a written and dated appeal decision within 14 days of this meeting. If the result is a rejection, the decision must explain why within the terms of this policy.

### Trial period

5. If we grant your request to change your working arrangements it will initially be for an agreed trial period after which you, your line manager and the Chief Executive will review the arrangements. If we all agree the change has worked well, and if it involves an increase or reduction in working hours, your line manager will proceed to amend your terms and conditions and the change will become a permanent contract variation, unless and until you, your line manager and the Chief Executive agree otherwise. Use the Individual Working Pattern form to record changes which do not involve an increase or reduction in hours, for example regular working from home, a 9 out of 10 day working week etc.

### Home Working

6. Our flexible working policy means that we are supportive of staff working from home, either on a regular basis, as agreed with your line manager and recorded on an Individual Working Pattern form, or in special circumstances relating either to the work you are doing at the time, or your personal need to be at home at a particular time. Please refer to the Flexible Working Hours policy for more information but within this flexibility please observe the following principles:
  - ✚ When you are ill and feel unable to travel into the office this is sick leave, not 'working from home', unless you are well enough to be working for most of the day (at least 5 hours) and are able to meet the needs of the business on those days. You should notify your line manager of your situation and status by 10am on the day concerned and, if working from home, please let colleagues know that you are contactable and be ready to respond to messages that require your attention;
  - ✚ You must pre-arrange to work from home with your line manager rather than choose to do so ad hoc;
  - ✚ Unless the circumstances are beyond your control (e.g. failed transport) or in an emergency, your working from home should not inconvenience other team members, for example, by causing meetings to be cancelled.

### Monitoring and Review of this policy

We will review this policy once every three years, or if an issue arises that requires us to amend it for example change to relevant legislation. We will train staff in the process and hold refresher training annually so all staff know what to do if an issue arises.