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# Flexible Working Policy

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## 1. Introduction

GRAHAM Facilities Management operates a Flexible Working policy, the purpose of which is to offer employees working patterns which allow employees to continue their career in a way which is beneficial for them and for the business. This Policy therefore sets out some guidelines as to how this practice will operate.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People polices are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Scope

The Flexible working policy must be for the purpose of providing significant care or support. The policy will meet the requirements of the relevant legislation in ROI.

## 3. Criteria

The Flexible working policy applies to employees who are the parent of a child under the age of 12 (or 16 if disabled) or with caring responsibilities for a specified person, as defined by the Act. The employee making the request must have at least 6 months service at the date the request would take effect, but not at the time the request was made. Although, we cannot guarantee that every request will be granted depending upon the individual circumstances of each individual's job and operational requirements.

All requests will be carefully considered and will be accommodated where it is reasonably practicable to do so.

## 4. Types of Flexible Working

Requests for flexible working may include, but are not restricted to the following:

- Career breaks or periods of unpaid leave
- Variable working hours
- Part time working
- Job shares
- Working from home or at an alternative work location
- Term-time working

### Change to start and finish times (office workers)

#### Core Hours

- Mon – Thursday: 09:30 to 16:00 and Friday - 09.30 to 15.00

- Managers to agree set start and finish times (see example below) or a rota system to ensure core office hours are covered and that everyone works their contracted hours

### Lunch

- All members of staff are still required to take a lunch break of *e.g.:* 45 minutes, between the hours of 12noon and 2pm

### Carryover of hours

- There is no carryover of hours from one week to the next

### Absence/Holiday cover

- Absence & holiday cover to be arranged to ensure core hours covered.

Employee Name	Working Hours Monday to Thursday	Working Hours Friday
A	7:30 am – 4:00 pm	7:30 am – 2:45 pm
B	8:00 am – 4:30 pm	8:00 am – 3:15 pm
C	8:30 am – 5:00 pm	8:30 am – 3:45 pm
D	9:00 am – 5:30 pm	9:00 am – 4:15 pm
E	9:30 am – 6:00 pm	9:30 am – 4:45 pm

## 5. Terms and Conditions of Employment

For those staff who are working less than full time hours of 36-40 hours per week, their pay and benefits will be applied on a pro rata basis including salary, annual leave, pension contributions, car allowance, bonus, maternity and paternity and parental leave entitlements.

This will ensure that part-time staff are not treated less favourably than comparable full-time staff.

In addition, employees on non-standard working arrangements will not be discriminated against in terms of appraisal, training, promotion and career development or redundancy selection and will be offered the same opportunities as full time staff working on standard contracts.

## 6. Procedures for applying for Flexible Working

6.1 If you wish to apply for flexible working arrangements, you will need to think about your role and responsibilities and how these could be carried out in a different way or by alternative working arrangements while maintaining the same quality of service to our clients.

- 6.2 All formal requests should be made in writing, using the Flexible Working Request Form available on the Hub. Contact the Human Resources Department for further guidance.
- 6.3 Each request will be considered individually, objectively and sensitively and you will be informed of a decision as quickly as possible and where it is not possible to accommodate your request you will be provided with an explanation as to why this is not possible.

## 7. Review of Arrangements

- 7.1 If an agreement is made between you and your line manager regarding flexible working, then the success of this arrangement for both parties will be reviewed initially after 3 months and then on an on-going basis to ensure that that it is working effectively.
- 7.2 It may be necessary to alter or remove flexible working arrangements where it is not operating effectively or where operational or client requirements necessitate a change in working arrangements. Continued operation of flexible working arrangements is at the discretion of your line manager.

## 8. Appeals Procedure

The Company is committed to treating all employees fairly and with equality and all requests for flexible working will be carefully considered on an individual basis.

If you feel that your request has not been treated fairly or given due consideration, then you may appeal against this decision to the next level of management or the Human Resources Department who will appoint an appropriate manager to hear the appeal.

## 9. Flexible working application form

### Note to the Employee

- You can use this form to make an application to work flexibly under the right provided in law to eligible employees. Before completing this form, read the guidance on the right to request flexible working on the Government Legislation Programme and check that you are eligible to make a request.
- You should note that under the right the request itself must be made at least 8 weeks before the proposed commencement of the arrangement and set out the proposal. It may take up to 4 weeks for your employer to consider a request which is subject to extension up to 8 weeks if the employer is experiencing difficulty evaluating the viability of the request. You should therefore ensure that you submit your application to your manager well in advance of the date you wish the request to take effect.
- It will help your employer to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the

questions as otherwise your application may not be valid. When completing sections 3 and 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues.

- Once you have completed the form, you should immediately forward it to your manager (you might want to keep a copy for your own records). If the request is granted, this will be a permanent change to your terms and conditions unless otherwise agreed.

### **Note to the employer**

- This is a formal application made under the legal right to apply for flexible working and the duty on employers to consider applications in a reasonable manner.
- You have 4 weeks after the day you received this application in which to decide whether to grant the request.
- This period can be extended up to 8 weeks; any such agreement must be made either within the period in which the decision is to be made or in the 4 weeks immediately following the end of that deadline.