



Flexible Working Policy

This is the Flexible Working Policy as adopted by the Unloc Leadership Board on Monday 10th June 2024 and will be reviewed within two years of this date.

Policy Statement

Unloc recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. We want to support our employees to achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. Unloc is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met. This includes business needs such as the need to have appointed staff physically available and present in certain locations, e.g. A Changemaker Studios site, for a certain amount of time each week.

It is the organisation's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working not already included in their employment contract is encouraged to speak to their line manager for an informal discussion to talk about the options.

We work within the context of all relevant legislation. In particular:

- Employment Rights Act 1996
- Equality Act 2010
- Flexible Working Regulations 2014
- Flexible Working (Amendment) Regulations 2023

Policy Aims and Objectives

This policy aims to:

- Outline the different forms of flexible working potentially available to Unloc employees.
- Outline the process of implementing flexible working arrangements.
- Outline the employee's obligations under flexible working arrangements.

Flexible Working Options

The following flexible working options are commonplace at Unloc and are likely to be agreed upon so long as the needs and objectives of both the organisation and the employee can be met. Unloc recognises that there may be alternatives or a combination of options which are also suitable:

Flexitime allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time, or at least attend meetings/events are required by the company. Such changes to working hours should be clearly marked in the



employee's calendar. If a short term arrangement, this can be done using simple calendar entries and if a long term arrangement, this should be done using the 'Working Hours' function.

Homeworking is when an employee regularly carries out all, or part of, their duties from home rather than a designated Unloc office. The organisation can consider homeworking being an occasional agreed day, a mix of home and office based work each week or a full time arrangement. Staff should still attend all scheduled meetings unless previously agreed otherwise with their line manager. Staff should request any additional items they require to improve their homeworking by communicating with their line manager. All items remain the property of the company unless specifically agreed otherwise.

Overtime is when hours are worked in addition to the usual full time hours. Overtime can be agreed where the organisation would benefit from an employee working more hours. This is voluntary and an employee can refuse overtime if they wish.

Term-time working is where an employee reduces their hours or takes time off during any school holidays. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave).

Compressed hours is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a 5-day week is compressed into four days, or a 10-day fortnight into 9 days. Such changes to working hours should be clearly marked in the employee's calendar. If a short term arrangement, this can be done using simple calendar entries and if a long term arrangement, this should be done using the 'Working Hours' function.

The Needs of the Company

Unloc is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed, the organisation will need to take into account a number of criteria including (but not limited to) the following:

- The impact on Unloc carrying out core business functions
- The costs associated with the proposed arrangement
- The effect of the proposed arrangement on other staff
- The need for, and effect on, supervision
- The existing structure of the department / business unit
- The availability of staff resources
- Details of the tasks specific to the role
- The workload of the role
- Whether it is a request for a reasonable adjustment related to a disability
- Health and safety issues



Eligibility

All employees in all areas, and at any level, are entitled to request flexible working regardless of their length of service.

Process for Employees

Employees wishing to make changes to their working arrangements should follow the following process.

1. **Speak to your line manager.** Have an informal discussion with your line manager about the changes you would like to make and why. Depending on the changes, your line manager may be able to agree to the changes immediately or they may need to discuss with another member of the Leadership Team.
2. **Request in writing.** If your request is approved immediately, your line manager will email you outlining the discussion you have had and what has been agreed which you must then acknowledge, and agree to, by replying to the email. If your request needs to be further reviewed, you will be asked to put your request in writing so that your request is accurately conveyed for further discussion.
3. **Response.** Should your request need to be put into writing, you can expect a response within two working weeks. Unloc will always strive to help staff as much as possible but managers must still give due consideration to company needs as outlined above in this document. Where your request cannot be agreed to, you will receive a detailed explanation as to why that is the case, grounded in one or more of the following statutory reasons:
 - a. extra costs that will damage the business
 - b. the work cannot be reorganised among other staff
 - c. people cannot be recruited to do the work
 - d. flexible working will affect quality
 - e. flexible working will affect performance
 - f. the business will not be able to meet customer demand
 - g. there's a lack of work to do during the proposed working times
 - h. the business is planning changes to the workforce
4. **Appeal.** Should you wish to appeal a decision taken, you can do so by emailing hr@unloc.org.uk, at which point a senior manager not involved in the original decision will review your request. There is no further appeal process beyond this point.

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Unloc Learning Limited
Portsmouth Guildhall
Guildhall Square
Portsmouth
PO1 2AB

W: www.unloc.org.uk
E: hello@unloc.org.uk