

# WINNER EDUCATION

## FLEXIBLE WORKING POLICY

The following policy and procedure relating to flexible working does not form part of the employees' terms and conditions of employment. However, it does acknowledge the statutory qualified right of all eligible employees to apply for flexibility in their working arrangements.

Winner Education recognises the contribution of all its employees and also understands that, at some time in their working lives, employees may wish to work more flexibly. All employees have the statutory right to apply for flexible working from day 1 of their employment.

Flexible working is about reviewing employees' working patterns to see whether it is possible to implement different arrangements: any arrangements must, however, always take into account the need for the company to achieve its core business purpose as efficiently as is possible.

There are a variety of flexible working options. A request for flexible working can be a request to change:

- The number of hours the employee works.
- The times at which the employee is required to work.
- Where the employee works, usually a request to work fully or partly from home.

Winner Education recognises that a full range of flexible working will not be appropriate for all areas of its business.

Employees should be aware that if they request and are granted flexible working, this represents a permanent variation to their contract of employment (unless Winner Education agrees otherwise). In certain circumstances, Winner Education may agree to the change on a trial basis. If an employee's circumstances subsequently change in relation to the need for flexible working, there is no statutory right for a return to the terms and conditions that applied to them prior to flexible working being granted.

Winner Education will:

- Consider requests for flexible working by eligible employees who put in a written request (email accepted).
- Follow the correct procedure as outlined in this policy.
- Reject an application where it is considered that granting flexible working would be detrimental to the business needs of the company.

No employee will be treated less favourably, suffer a detriment or be dismissed because they request flexible working or move to flexible working.

### 1. Procedure - Eligibility

To be eligible to make a request for flexible working, a person must satisfy the following conditions. He or she must:

- Be an employee.
- Not have made another application to work flexibly more than twice during the previous 12 months.

### 2. Making a request

An application for flexible working must be in writing (email) and include the following information:

- The date of the application, the change to working conditions the employee is seeking and when they would like this change to come into effect.
- The effect, if any, the employee thinks the requested change will have on the employer and how, in their opinion, any such effect might be dealt with.
- A statement that it is a statutory request and if and when they have made a previous application for flexible working.

The application should be signed and dated.

### 3. The meeting and discussion

Following receipt of a valid written request for flexible working, the employer will arrange a meeting with the employee to discuss his or her request and will consider the request reasonably within a reasonable timetable.

All requests will be decided, including any appeal, within two months of first receipt of the request, unless an extension of time is agreed.

The employee has the right to be accompanied at this meeting by a colleague of his or her choice. The employee will be informed of this prior to the discussion.

The employee's request will be considered carefully weighing the benefits of the requested changes in working conditions against any adverse business impact of implementing the changes.

Once Winner Education has made a decision on the request, the employee will be informed of this in writing (email) as soon as is reasonably possible.

If the request is successful, or subject to certain modifications, the employer will discuss with the employee how and when the changes might best be implemented.

### 4. Rejection of the request

If the request for flexible working is rejected, it will be for one or more of the following reasons that are set out in the legislation.

- The burden of additional costs.
- An inability to reorganise work amongst existing staff.
- An inability to recruit additional staff.
- A detrimental effect on quality.
- A detrimental impact on performance.
- A detrimental effect on ability to meet customer demand.
- Insufficient work for the periods the employee proposes to work.
- A planned structural change to the business.

### 5. Further action if request is rejected.

If a meeting is arranged to discuss an application for flexible working, including any appeal, and the employee fails to attend and a rearranged meeting without a good reason, the request will be considered to have been withdrawn.