

## **Flexible Working**

### **Policy Statement**

The Company recognises the importance of supporting employees in achieving a healthy work-life balance and is committed to considering requests for flexible working in a fair, consistent, and timely manner. This policy outlines the rights, procedures, and expectations surrounding requests for contractual flexibility.

### **Statutory Right to Request Flexible Working**

All employees have a statutory right to request a variation to the terms of their employment contract. A formal request can relate to:

- The number of hours worked
- The times you are required to work
- The place you are required to work (e.g., at home or at a Company site)

### **Making a Formal Request**

To make a formal request for flexible working, you must submit it in writing and include:

- A clear statement that the request is for a variation to your employment contract
- Details of the change(s) you are requesting
- The proposed date you wish the variation to begin
- *(For requests submitted before 6th April 2024):* An explanation of the potential effect the change may have on the Company and how it might be addressed

### **Company Response and Process**

Upon receipt of your request, the Company will:

- Arrange a meeting with you to discuss the proposal
- Consider your request in light of business needs
- Provide a written decision as quickly as possible

The Company aims to complete the process within two months, although a longer timeframe may be agreed if necessary.

*From 6th April 2024*, employees may submit up to two flexible working requests per 12-month period. If approved, the change will become a permanent variation to the employment contract unless otherwise agreed.

### **Informal Requests for Flexible Working**

If you:

- Do not meet statutory eligibility requirements, or
- Wish to request a temporary change to your working arrangements,

You may still make an informal request, which will be considered outside the statutory process.

Informal requests must also be made in writing and should include:

- A description of the alternate working arrangement being requested
- An explanation of the effect the change may have on the Company and how it could be managed

The Company will arrange a meeting to discuss the request and consider it reasonably.

### **General Principles**

- Each request will be assessed on a case-by-case basis.

- Approval is not guaranteed and will depend on business needs, team impact, and operational feasibility.
- Employees may be accompanied by a colleague at any formal meeting.
- If a request is granted, the agreed changes will be confirmed in writing and will form part of the employee's contractual terms.

### **Monitoring and Review**

This policy will be reviewed annually or sooner in response to legal or operational changes.

### **Document Control and Accountability**

- Effective from: 01/06/2025
- Approved by: Lisa Ridley
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