

Flexible Working Policy

Purpose:

The purpose of this flexible working policy is to promote a healthy work-life balance by providing employees with the opportunity to adjust their work arrangements. This policy aims to accommodate the diverse needs of our workforce while ensuring that the operational goals of the organisation are met. By offering flexible working options, we seek to enhance employee satisfaction, productivity, and overall well-being.

Scope:

This policy applies to employees of all Repair & Share Foyle, as well as subcontractors and other parties who represent the organisation or otherwise participate in our business operations.

Reference	Version	Date released	Approved by
RSF-015	1		Caroline McGuinness-Brooks
This policy is communicated and published on the company website for all interested parties.			
This policy is subject to periodic review and change to ensure it remains valid. The policy may be reviewed when prompted by context, such as developments in legislation, industry practice, or the organisation. The live version of this policy can be found in the employee handbook.			

Flexible working process

Repair & Share Foyle will try, subject to the needs of the organisation, to accommodate requests from employees who wish to make changes to their working hours or place of work.

Anyone can request a formal change in working arrangements. You can make up to two requests in any 12-month period. The request should be made in writing and sent to the Programme Lead.

When a request is received, you will be invited to a meeting to discuss the potential change. The meeting will normally be conducted by the Programme Lead, along with a member of the Board.

You will be entitled to be accompanied by a colleague to assist in making any representations that may be appropriate.



Wherever possible we will seek to accommodate your request or find an alternative solution which suits both parties. However, the application may be refused on one or more of several grounds, these being that the proposed changes will result in:

- a burden of additional cost;
- a detrimental effect on ability to meet customer demand;
- an inability to re-organise work among existing staff;
- an inability to recruit additional staff;
- a detrimental effect on quality;
- a detrimental effect on performance;
- an insufficiency of work during the periods you propose to work;
- a planned structural change; and

Repair & Share Foyle is required to respond to flexible working requests within one month of the application being made. In refusing any request the organisation will explain the reasons for the refusal in writing and may make an offer of an alternative arrangement. Discussions may then take place to try to agree a way forward. If no agreement is reached, then your terms and conditions will remain unchanged.

Any meetings should take place in a spirit of cooperation with both sides seeking to reach agreement on an appropriate way forward.

Any change in working arrangements which results from this process will be confirmed to you in writing.

This policy will not prevent managers agreeing to ad hoc arrangements from time to time. However, any such arrangement will not amount to a variation in your terms and conditions of employment unless specifically confirmed in writing. Repair & Share Foyle may terminate any such ad hoc agreement at any time and require you to revert to your agreed working arrangements.

As there will inevitably be a limit to the amount of flexibility the organisation can tolerate without detriment to its interests, we ask for your understanding that where a particular working arrangement has been granted to one employee, does not oblige the Repair & Share Foyle to grant it to another.