

SCOPE

This document establishes the Flexible Working Policy for Galliford Try Employment Limited. References in this policy to the 'Company' are to Galliford Try Employment Limited. References in this policy to 'our people' are to employees of Galliford Try Employment Limited.

PURPOSE

The Galliford Try Employment Limited Flexible Working Policy supports the Company's view that flexible working arrangements can increase our people's motivation, performance and productivity and encourage our people's retention by enabling them to balance their work life with their other priorities.

The Galliford Try Employment Limited Flexible Working Policy will be brought to the attention of all our people. The policy does not form part of our people's contract of employment and may be amended by the Company from time to time. It will be reviewed annually.

OUTPUTS

Reference No.	Document Title	Responsibility	Retention Period
HR-FRM-003	Flexible Working Application Form	Employee	7 Years

PROCEDURAL REQUIREMENTS**1. Applications**

1.1. All of our people who have been employed with us for a continuous period of 26 weeks at the date of application may make an application to work flexibly. You must not have made a request to work flexibly during the past twelve months.

2. Flexible working generally

2.1. In addition to the statutory rights detailed above, it is our practice to consider flexible working patterns for all of our people. In this event you can apply to vary your working pattern and we will give due consideration to your request.

3. Flexible Working Application Procedure

3.1. To apply for flexible working you must make your request using the 'HR-FRM-003 Flexible Working Application' form setting out the flexible working arrangement you seek. You may make an application for a change in your terms and conditions of employment if the proposed change relates to:

- The hours you are required to work; and/or
- The times when you are required to work; and/or
- The place where you are required to work.

3.2. HR-FRM-003 Flexible Working Application Form can be obtained from the BMS (Business Management System).

3.3. Following receipt of your application:

3.3.1. Within 28 days of receipt of your application, we will set up a meeting with you to discuss the changes you have proposed, the effect of the proposed changes and any possible alternative work patterns that might suit. You may be accompanied at this meeting by a companion such as a fellow colleague or an official from a recognised trade union.

3.3.2. We will consider your request and will make a practical business assessment on whether, and if so, how your request could be accommodated.

3.3.3. We will notify our decision to you within 14 days of the meeting (subject to any extension agreed with you). If we accept your request, we will write to you, establishing a start date and providing a written note of the contract of employment variation. If your application is refused, we will explain the grounds for refusal in writing and confirm the internal appeal procedure

3.3.4. Where your request is accepted, it constitutes a permanent change to your terms and conditions of employment (unless agreed otherwise). This means you do not have the right to revert to your previous pattern of working at a future date unless you follow the flexible working application procedure.

3.3.5. Requests accepted by the Company may be subject to a trial period which will be agreed at the point of acceptance of the change

3.3.6. You may appeal in writing against a refusal within 14 days of receipt of our rejection letter. We will then set up a meeting with you to discuss your appeal within 14 days after receiving your appeal letter. After that meeting has been held, we will write to you within 14 days to notify you of the outcome of your appeal (subject to any extension agreed with you).

4. Grounds for refusal

4.1. We may refuse your flexible working application on one or more of the following grounds:

- The burden of additional costs.

- The detrimental effect it would have on our ability to meet customer demand.
- Inability to reorganise work amongst our existing people.
- Inability to recruit additional people.
- The detrimental impact it would have on quality.
- The detrimental impact it would have on performance.
- Insufficiency of work available during the period when you propose to work.
- Planned structural changes.

4.2. In refusing an application, we will provide details relating to why the particular ground applies in the circumstances.

4.3. Please note that each request for flexible working will be dealt with on an individual basis, taking into account the likely effects the changes will have on us, your work location, your work colleagues and the particular circumstances of the case. This means that if we agree to one individual's request, this does not set a precedent or create a right for another individual to be granted the same or a similar change to their work pattern.

5. Extension of time limits

5.1. These time limits may be extended if the Company and you reach an agreement to do so. Any agreement to extend the above time limits will be recorded in writing by us and the record will:

- Specify what period the extension relates to;
- Specify the date on which the extension is to end;
- Be dated; and
- Be sent to you

6. Withdrawal of your application

6.1. Your application will be treated as withdrawn in the following circumstances:

6.1.1. You decide to withdraw your application. If a request is withdrawn, you will not be eligible to make another request for 12 months from the date of your original request. Where you decide to withdraw a request, you should notify your line manager in writing as soon as possible;

6.1.2. Without reasonable cause you fail to attend either the initial meeting or appeal meeting on more than one occasion; or

6.1.3. Without reasonable cause, you fail to provide us with information that is required in order to assess whether a contract variation should be agreed to.

6.2. If either of the latter two grounds applies we will confirm the withdrawal of your application in writing to you.

7. Useful Contacts

HR Hub by telephone on 01455 231828 or by email to HR.Hub@gallifordtry.co.uk.

HR Contacts for advice and guidance.