

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 reflects the Galliford Try approach to flexible working arrangements. We believe that it can increase our people's motivation, performance and productivity and encourage retention by enabling people to balance their work life with 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.

GENERAL DATA PROTECTION REGULATION

Be aware that whenever we are collecting, using, retaining, transferring or disposing of any information about a person ("processing of personal data") in connection with the subject matter of this policy we have numerous obligations under the General Data Protection Regulations (GDPR). Any failure to comply with GDPR can have serious results including breach of the person's rights and financial penalties for the Company. You must not proceed with any processing of personal data unless you have first read and complied with the Group Data Protection Policy, reference HR-POL-004, which can be found on the BMS. If you have any questions about GDPR compliance please contact the Group Chief Information Officer, the Head of Information Security and Compliance or Legal Services.

OUTPUTS

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

Procedural Requirements

This policy sets out our approach to formal requests for Flexible Working. Further information on our overall approach can be found in our Agile Working booklet on Galileo.

1. Applications

- Any individual who is employed by Galliford Try may make a formal application to work flexibly under the arrangements set out in this policy. Individuals must not have made more than two flexible working requests during the last twelve months.

2. General Approach

- In addition to the statutory rights detailed above we consider flexible working requests for all our people.

3. Flexible Working Application Procedure

- Individuals who wish to apply to work flexibly should complete the 'HR-FRM-003 Flexible Working Application' form, available from the BMS, setting out their proposed flexible working arrangement. Individuals may request a change to terms and conditions of employment if the proposed change relates to:
 - The hours an individual is contracted to work; and/or
 - The days and/or times an individual is required to work and/or
 - The place where an individual is required to work.
- Following receipt of an application:
 - Within 14 days of receipt of your application, your line manager will arrange a meeting with you to discuss the proposed changes, the effect of the proposed changes and any possible alternative work patterns to be considered. You may be accompanied at the meeting by a colleague or an official from a recognised Trade Union
 - The company will consider the request and make a practical business assessment on whether, and if so, how the request could be accommodated.
 - The Company will inform you of our decision a maximum of 14 days after the meeting (subject to any extension agreed with you). If the Company accepts your request, we will write to you to confirm the change to your terms and conditions and confirm the start date for the new working arrangement. If the application is refused the company will explain the grounds for refusal in writing and the right to appeal against this decision as set out below.
 - Where a flexible working request is accepted, this constitutes a permanent change to your terms and conditions of employment (unless agreed otherwise). This means that you do not have the right to revert to your previous working pattern at a future date unless you make a further application under this policy.
 - Where the Company accepts a request, this may be subject to a trial period, which will be agreed with you at the point of acceptance of the change.
 - In circumstances where the Company rejects a flexible working request, you may appeal in writing within 14 days of receipt of written confirmation of our decision. The Company will arrange a meeting to discuss your appeal within 14 days of receipt of the appeal letter, and will write to you within 14 days of that meeting (subject to any extension agreed) to confirm the outcome of the appeal.

4. Grounds for refusal

- The Company may refuse a flexible working application on one or more of the following grounds:
 - the burden of additional costs
 - the detrimental effect on the Company's ability to meet customer demand
 - the inability to reorganise work amongst existing people
 - the inability to recruit additional people
 - the detrimental impact it would have on quality
 - the detrimental impact it would have on performance
 - insufficient work available during the period that the individual has proposed to work
 - planned structural changes.
- The Company will endeavour to accommodate all flexible working requests or agree a compromise approach, but in situations where the application is declined, will provide details of why the particular ground for refusal applies in the circumstances.
- All requests for flexible working will be dealt with on an individual basis, taking into account the likely impact the changes will have on the Company, work location, work colleagues and the particular circumstances of the case.
- Agreeing to an individual's request 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

- The time limits set out in this policy may be extended if the Company and individual agree to do so. Any agreement to extend the time limits will be recorded in writing and will:
 - Specify what period the extension relates to;
 - Specify the date on which the extension is to end;
 - Be dated; and
 - Be sent to the individual

6. Withdrawal of an application

An application will be treated as withdrawn in the following circumstances:

- The individual decides to withdraw their application. Where an individual decides to withdraw a request they should notify their line manager, in writing, as soon as possible;
- The individual fails to attend either the initial meeting or the appeal meeting on more than one occasion without reasonable cause; or
- The individual fails to provide the Company with information required to assess whether a contract variation should be agreed, without reasonable cause.
- In these circumstances, the Company will confirm the withdrawal of the application in writing.

7. Useful Contacts

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

Local HR contacts for advice and guidance