



Flexible Working Policy

Rydon



Work life balance

Background

Rydon believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

Policy

Any member of staff wishing to make a request to work flexibly must do so under Rydon's policy, as set out in Rydon's Staff Guidelines on Flexible Working. Employees who have at least 26 weeks' continuous service have the right to make a request to work flexibly. Requests must be dealt with within a three-month period, starting with the date of the application and ending with the final decision.

A request for flexible working can include: a request for a change to the number of hours that the employee works; a request for a change to the pattern of hours worked; a request to job share; or a request to perform some or all of the work from the employee's home.

Any request to work flexibly must be made in writing by filling in Rydon's Flexible Working Request Application form which is available on the RMS or from HR Shared Services. Only one formal application can be raised in any 12-month period.

Rydon will consider the request in a "reasonable manner", which will usually involve holding a meeting with the employee to hear more about the nature of the proposed arrangements and to consider the benefits to both the employee and Rydon. Rydon may reject an application when taking into account the Assessment Criteria set out below.

The Assessment Criteria

A request may be rejected on one of more prescribed business reasons, which are:

- the burden of additional costs;
- an inability to reorganise work among existing staff;

- an inability to recruit additional staff;
- a detrimental impact 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; and/or
- a planned structural change to the business.

Flexible working requests that are granted

If the employee's request is granted, the employee and their line manager will discuss how and when the changes will take effect. Any changes to terms and conditions will be put in writing and sent to the employee as an amendment to his/her contract of employment as soon as is reasonably practicable.

Timing

The company will endeavour to deal with all requests within a period of three months from first receipt to notification of the decision on appeal. Timing may be extended where both the employee and Rydon are in agreement.

Governance

Company policy is approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

Administration of the Flexible Working Policy is the responsibility of the Director of Human Resources.

*Signature(s) removed for security reasons:
signed copies available on request*

Signed: _____

Robert Bond
Group Chief Executive

Dated: March 2016