



**Our**  
**Flexible Working**  
**Policy**



**WILLMOTT DIXON**  
**SINCE 1852**

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## 1.0 Overview – what this policy covers

We are committed to providing equality of opportunity in employment and to developing working practices and policies that support work-life balance. This Flexible Working Policy gives you an opportunity to formally request a change to your working arrangement in line with the statutory procedure for such requests.

We will carefully consider all requests that are made. Managers are encouraged to facilitate requests unless they cannot be accommodated for business or operational reasons.

**Please note:** that this policy does not apply to agency workers, consultants or self-employed contractors.

As this policy doesn't form part of your contract of employment, we may amend it at any time.

## 2.0 Eligibility to Make a Request

Anyone employed by us is able to request formal flexible working from day one of employment. You will be able to make up to two flexible working requests in any 12 month period.

## 3.0 Working Arrangements

The types of change you may wish to request are:

- A change to the number of hours you work
- Reduction or variation of the days worked
- A change to your work location

## 4.0 Making a Request

You will need to consider your request carefully. If we are able to accept your application it will mean a permanent change to your Terms and Conditions of Employment, unless a trial period is agreed (please see below).

If you would like to make a request to work flexibly, you will need to write, to your manager, copying in the People Support Centre, detailing:

- The date of your application
- That your request is made under the terms of the flexible working policy

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- As much information as you can about your current and desired working arrangements; including working days, hours, start and finish times and location where applicable. Please give the date from which you want the changes to take effect
- Whether any previous request to work flexibly has been made and, if so, when

It will also assist us to consider your request if you explain the reasons for your request.

## 5.0 Considering a Request

We will give careful and full consideration to all requests to work flexibly.

All requests will be considered in the order that they are received by us and within the business context that exists at the time the request is being considered.

If your request cannot be agreed without the need for further discussion, a meeting will be arranged for as soon as possible. The meeting will be an opportunity to explore the proposed work changes in depth and to discuss how best it might be accommodated. It also provides an opportunity to consider other alternative working arrangements. Please be aware that the discussion does not have to be face to face.

You may wish to be represented at that meeting by a work colleague or trade union official.

If we cannot meet your request, it will be on one or more of the following grounds:

- The burden of additional costs
- The detrimental impact on meeting customer demands
- An inability to re-organise work amongst existing staff
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- There is insufficient work for the periods that you have proposed to work
- Other structural changes are planned

Whatever the outcome of the meeting, the decision will be confirmed to you in writing as soon as possible, and in any event within two months of your written request. If we are unable to accommodate your request, you will be provided with details of how you can appeal the decision.

There may be exceptional occasions when it is not possible to complete consideration of your request within the expected time limits. If we agree an extension of time with you, you will be notified.

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If the requested change of working arrangements is accepted your terms and conditions will be reviewed and re-issued to reflect your new working arrangements. The new terms and conditions that apply are permanent. You will have no right to return to your old terms and Willmott Dixon has no right to enforce a return unless a trial has been agreed and not proved successful (see below).

## 6.0 Trial Period

We may suggest offering the new way of working on a trial basis if it is unsure what the business impact will be. In a trial situation:

- The agreement to your flexible working request is subject to the outcome of your trial period
- The change to your Terms and Conditions of Employment during the trial period is a temporary change
- If the trial is not successful, you will revert back to your previous Terms and Conditions of Employment
- If the requested change of working arrangements is accepted at the end of the trial period then the temporary terms and conditions will become permanent and this will be confirmed in writing to you

## 7.0 Appeal Process

You may wish to discuss a refusal to grant your request if there is new information that was not available to your manager at the time they made their original decision or if you think the request was not handled reasonably, in line with this policy.

You need to put your appeal in writing, clearly stating the grounds for the appeal, within five working days in receipt of receiving the decision.

The appeal process is designed to be in keeping with the overall aim of encouraging both parties to reach a satisfactory outcome. As such, a further discussion will be arranged as soon as possible after receiving notice of the appeal. The discussion will be in the same manner as the original hearing, where you may be accompanied, and it does not have to be held face to face.

A written notice of the appeal outcome constitutes our final decision and is effectively the end of the formal procedure within the Company.

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## 8.0 Withdrawing an Application

Your request to work flexibly can be withdrawn at any time before it has been accepted and any new terms and conditions agreed are put in place.

If you fail to attend more than one meeting arranged to discuss the request and do not provide a reasonable explanation, we may assume that the application has been withdrawn.

We may also treat an application as withdrawn if you do not provide the required information in order to consider your request for flexible working.

## 9.0 Storage of Requests and Outcomes

We are committed to ensuring the privacy and protection of all personal information as set out in our Employee Privacy Notice, Data Protection Policy, Data Retention Policy and current privacy laws. Where personal data is obtained, it will be used and stored in accordance with these policies and privacy notices and used for exercising obligations and rights in connection with your employment.

### Helpful Resources:

[Our Agile Working Toolkit- Guidance for Our People](#)

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