



Flexible Working Policy

Eligibility

An employee has a statutory right to request flexible working from day one of their employment.

Flexible working arrangements are ways of working that differ from the standard full-time, fixed hours and location. Some types of flexible working arrangements include;

- Reduce your hours to work part-time.
- Change your start and finish time.
- Have flexibility with your start and finish time.
- Do your hours over fewer days (compressed hours)
- Work from home or elsewhere (remote working) part of the time.
- Share the job with someone else.

Submitting a flexible working request

An eligible employee is entitled to submit two statutory flexible working requests in a 12-month period. If an employee seeks a reasonable adjustment for their disability through a request for flexible working, Falcon will consider this in line with our legal obligations under the Equality Act 2010.

All requests must be made in writing to HR. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions.
- the date from when the employee would like the proposed change to come into effect.
- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications

If an application does not contain all of the required information HR will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.



Meetings regarding flexible working

Upon receiving a written request for flexible working HR will usually seek to arrange a meeting with the employee and their line manager to:

- discuss the request.
- find out more about the proposed working arrangements.

If a meeting is arranged it will be held within 28 days of Falcon receiving the request. This time limit may be extended with the agreement of both the employee and their line manager.

The employee will be given advance notice of the time, date, and place of the meeting. If the initial date is problematic, then one further date will be proposed. If a face-to-face meeting is difficult to arrange then, if agreed by the employee and their line manager the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary. In this instance the employee would simply be informed of Falcon's agreement to the request by a confirmation letter as outlined in the section 'Responding to a flexible working request' within 28 days of Falcon receiving the request. This time limit may be extended with the agreement of both the employee and their line manager.

Responding to a flexible working request

The line manager will consider the proposed flexible working arrangements along with HR, looking at the potential benefits and adverse effects to the employee and to Falcon in implementing the proposed changes.

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of Falcon's decision as soon as is reasonably practicable, but no later than two months from when Falcon first received the flexible working request. This can be extended with agreement from the line manager and employee.



The request may be granted in full, in part or refused. Falcon may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed, then the employee will be sent a confirmation letter which will include details of the new arrangements. The employee should contact HR or their line manager within 14 days if they wish to discuss the new arrangements further or have any concerns.

Right to appeal decision

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal within 5 days of being notified of a decision on their application. This should be done in writing and clearly state the grounds on which they are appealing. The appeal will be heard within 10 days. The employee will then be informed of the outcome to their appeal within 5 days of the appeal meeting. These time limits may be extended with the agreement of both the employee and their line manager.

Trialling new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or Falcon a trial period may be agreed. If a trial period is arranged Falcon will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

Varying an employee's contract

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee within 5 days of the change to the employee's working pattern being agreed.

If the employee has any questions or concerns about the new contract of employment, they should contact HR to discuss the matter further.

Where a trial period has been arranged Falcon will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although Falcon may reduce or lengthen the trial period where necessary with the agreement of the employee). Falcon will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.



Complaints and further information

Falcon is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible process, they should raise their concerns informally with HR.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under Falcon's grievance procedure.