

Flexible Working Policy

Introduction and scope

This policy applies to all employees of NHBC, which includes part-time and fixed term employees. Contract workers who are self-employed and agency workers are not covered by this policy.

NHBC recognises the importance for all employees to maintain a healthy work life balance. The intention of the Flexible Working policy is to help employees achieve a more balanced work and family life.

Whilst working towards the provision of more flexible working patterns to meet employee needs, NHBC also has to ensure that the service provided to service NHBC customers remains paramount. To achieve this balance, flexibility is required on the part of both the employer and the employee.

Employees are eligible to make a request for flexible working if:

- They are an employee of NHBC;
- They have been continuously employed for a period of no less than 26 weeks at the date when the application is made;
- They have not already made a statutory application for flexible working in the previous 12 months (regardless of whether a previous application was made in respect of a different caring responsibility);

Plus either

- They have a child who is 16 years old or under or if the child is disabled, under 18 (the application must be made no later than two weeks before the child's relevant birthday);
- They have or expect to have the responsibility for the upbringing of the child;
- They are making the application in order to care for the child;
- They are:
 - The mother, father, guardian or foster parent of the child; or
 - Married to, or the partner of the child's mother, father, guardian, adopter or foster parent;

or

- They care, or expect to be caring, for an adult who is their spouse, partner, civil partner or relative; or
- They live at the same address as the adult needing care.

It is important for employees to understand that an accepted application is normally a permanent contract variation. The agreed terms will constitute permanent change and become part of the contract of employment.

In some circumstances, it may be that a permanent change is not the best solution, for example if the situation involves caring for an adult with a terminal illness. Advice should be sought from the HR team.

This policy has been drawn up in consultation with the NHBC Staff Association.

Purpose

The aim of this policy is to provide guidance and to have a fair and equitable process for requesting a particular working arrangement.

This policy sets out the legislative requirements for the statutory rights to request flexible working found in a number of different sources including the Employment Rights Act 1996, the Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002, the Flexible Working (Procedural Requirements) Regulations 2002 and The Work and Families Act 2006.