



=234567

][poiuytASDFGHJ0 c0

Registered in England and Wales at

13 North Common Road, Ealing,
London, W5 2QB, Phone: 02088323071

Registered no: 2918520

Registered Charity no: 1050175

Flexible Working Policy

Metanoia Institute

Version Control

Document title: Flexible Working Policy		No of pages: 8
Version Number: 2.0	Date first published: November 2021	
Approved by: Executive	Last review date: April 2024	
Date originally approved: November 2021	Due for next review: April 2027	

Related policies
• Home Working Policy • Wellbeing and Right to Disconnect Policy • Equality, Diversity and Inclusion Policy
External Reference
<u>Employment Rights (Flexible Working) Act 2023.</u>

1. Contents

1.	Policy Statement	3
2.	Purpose	3
3.	Scope	3
4.	Definitions.....	4
5.	Roles and Responsibilities.....	4
6.	The Business Need.....	4
7.	Eligibility.....	5
8.	Right to Request Flexible Working	5
9.	The Application.....	5
10.	Procedure For Dealing with An Application	6
11.	Ground For Refusal.....	7
12.	Withdrawal Of Application	8
13.	Monitoring and Review	8

Metanoia Institute Flexible Working Policy

1. Policy Statement

This policy statement aims to set out the ways in which flexible working can increase staff motivation, build, better relationships between the Company and its employees, increase the rate of retention of staff, reduce, absence, attract new talent, promote work-life balance, and reduce employee stress, and in doing so improve the Company's efficiency, productivity and competitiveness. It provides a description of the issues involved, taking into account the possible benefits of each kind of flexible working to both employees and the Company, but also raising possible drawbacks and areas of potential concern.

2. Purpose

The Company recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities. In turn it recognises that staffing levels must at all times remain in line with the demands of the business.

3. Scope

The Company believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all the talent and experience available within the community. It also appreciates that the UK workforce is becoming increasingly diverse and includes a high percentage of parents and individuals with other caring responsibilities, as well as those whose interests and aspirations impact on their time. It therefore appreciates that the standard Monday to Friday, 9.00 am to 5.00 pm working week is, in many cases, incompatible with increasing demand for a better work-life balance.

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. The policy statement considers the following options, but the Company recognises that there may be alternatives, and that the working pattern that may suit any individual could be a unique one involving a combination of options:

- Job-sharing
- Part-time working
- Annualised hours
- Compressed hours

- Flexitime
- Term-time working
- Swapping hours
- Voluntary-reduced working time
- Working from home
- Career breaks
- Flexible shift working.

4. Definitions

The term 'flexible working' describes any working arrangements where the number of hours worked or the time or place that work is undertaken vary from the standard practice.

5. Roles and Responsibilities

5.1. Metanoia Managers: are responsible for ensuring that flexible working requests are given serious consideration in accordance with this Policy and guarantee that all matters are resolved promptly and fairly.

5.2. All staff are advised to familiarise themselves with this policy and the appropriate Metanoia Policies. Any issues related to this policy, please contact hr@metanoia.ac.uk

6. The Business Need

Although the Company is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and to recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business. Where an instance of flexible working is proposed, the Company will need to take into account a number of criteria including (but not limited to) the following:

- the cost of the proposed arrangement.
- the effect of the proposed arrangement on other staff.
- the level of supervision that the post-holder requires.
- the structure of the department and staff resources.
- other issues specific to the individual's department.
- an analysis of the tasks specific to the role, including their frequency and duration.
- An analysis of the workload of the role.

7. Eligibility

Although it is recognised that not all of the flexible working patterns considered will be suitable for all sections of the Company's workforce, there should be no arbitrary barriers. Employees in all areas and levels of the Company will be considered for flexible working regardless of their age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. However, there is no automatic right for employees to change to any of the flexible working patterns - each application will be considered on the basis of the particular work involved and any detrimental effect the change could have on individual, team or business performance.

8. Right to Request Flexible Working

Employees have a right to make a flexible working request from the of the first day of employment at Metanoia. Employees must not have made more than two requests for flexible working within 12 months previous to the date of their request.

9. The Application

An application must:

- be made in writing and state that it is such an application.
- state whether a previous application has been made under this procedure and, if so, when.
- specify the change applied for and the date on which it is proposed the change should become effective.
- explain what effect, if any, the employee thinks making the change applied for would have on the employer and how, in the employee's opinion, any such effect might be dealt with.
- be dated.
- The application must also state whether the variation requested is made in pursuance of a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010.

10. Procedure For Dealing with An Application

10.1 Discussion with Employee

A discussion regarding the application will be held with the employee following receipt of the application, unless the employer notifies the employee in writing of agreement to the variation. The time and place of the discussion will be convenient to both employer and employee.

10.2 Notice of Decision

Once a decision has been made by the Company following the discussion, the employee will be notified of the outcome within two months from the date the request was made. Where the employer's decision is to agree to the application, the notice will specify the contract variation agreed to and state the date on which the variation is to take effect. Where the decision is to refuse the application, the notice will state which of the specified grounds for refusal are considered to apply, with an explanation of why those grounds apply in relation to the application and set out the appeal procedure.

10.3 Right of Appeal

An employee may appeal against the Company's decision to refuse an application. The notice of appeal must be in writing, setting out the grounds for appeal and be dated.

The Company will discuss the appeal with the employee once the grounds for appeal are received, unless the employer gives the employee written notification that the original decision has been overturned and specifies the variation which has now been agreed and the date on which it will take effect. If an appeal meeting is held, the time and place must be convenient to both employer and employee.

After the appeal meeting has been held, the employer will give the employee written, dated, notice of the decision on the appeal. Where the employer upholds the appeal, the notice will specify the contract variation agreed to and state the date on which it is to take effect. Where the employer dismisses the appeal, the notice will state the grounds for the decision and contain a sufficient explanation as to why those grounds apply.

10.4 Acceptance of Variation

Where the Company accepts the employee's application, a permanent variation of the employee's contract will result, unless the Company agrees otherwise. This means that once a change has been made, there is no right for the employee to revert back to their previous terms and conditions. However, further applications for variations may be made provided they are made at least 12 months after the previous application.

10.5 Timescale

An application for flexible working will be concluded within 2 months of the date of the application.

10.6 Accompaniment

At any meetings held to discuss the application, including any appeal meetings, the employee can be accompanied by a colleague of their choice.

11. Ground For Refusal

If Metanoia Institute is unable to accommodate the individuals request for flexible working, it will be for one or more of the following reasons:

- Burden of additional costs
- Detrimental effect on our ability to meet customer demand.
- Our inability to re-organise work amongst your colleagues.
- Our inability to recruit additional staff.
- The detrimental impact on quality
- The detrimental impact on Metanoia Institutes performance
- The fact that there is insufficient work during the periods you propose to work; or because of planned structural changes.

12. Withdrawal Of Application

The Company will treat an application as withdrawn under the statutory provisions where the employee:

- has notified the employer, orally or in writing, that the application is withdrawn;
- without reasonable cause, fails to attend a meeting or appeal meeting more than once;
or
- without reasonable cause, refused to provide the employer with information the employer requires in order.
- to assess whether a contract variation should be agreed to.
- The Company will confirm the withdrawal of the application to the employee in writing unless the employee has already provided written notice of the withdrawal.

13. Monitoring and Review

Human Resources are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals. Anyone who feels they have been unfairly treated or discriminated against should contact Human Resources.