

## Policy

<b>Policy Name:</b>	Flexible Working Arrangements Policy
<b>Policy Date:</b>	July 2019
<b>Endorsed By:</b>	Directors
<b>Policy Code:</b>	POL003

## 01. INDEX

02. POLICY	Page 1
03. OVERVIEW	Page 2
04. PROCESS FOR APPLICATION	Page 2
05. GENERAL PRINCIPLES	Page 3
06. APPROVAL PROCESS	Page 3

## 02. POLICY

The purpose of the **Flexible Working Arrangement Policy** is to set out guidelines and procedures to be followed when considering a flexible working arrangement.

There is no absolute right or entitlement to make a change in contractual obligations. The hours, location and frequency of flexible working arrangements must be agreed with the employee's manager or director.

Employee's are encouraged to refer to the "**Fair Work Act – Flexible Working Arrangements**" for further information and rules for flexible arrangements:

<https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements>

### 03. OVERVIEW

RJA recognizes the importance of flexible work arrangements in helping to attract and retain its workforce, while at the same time ensuring a strong team-based culture at Head Office.

Flexible working arrangements is a voluntary and co-operative arrangement agreed to between the employee and the Directors of RJA, and each application will be considered on a case by case basis.

***What is the difference between “POL002 - Working From Home Policy” and “POL003 - Flexible Working Arrangements Policy”?***

***“POL002 - Work From Home Policy”*** is designed to accommodate “ad hoc” requests when an employee should require a one off work from home period. This policy should be utilized on occasion and when necessary. It is not intended to be exploited on a regular basis by any employee.

***“POL003 – Flexible Working Arrangements Policy”*** is designed as an ongoing arrangement between an employee and RJA after undertaking an extensive approval process. The Flexible Working Arrangement requires contractual changes and an ongoing review process. It is not designed to be used as a casual arrangement.

### 04. PROCESS FOR APPLICATION

An employee seeking to apply for “Flexible Working Arrangements” must complete the following application process:

1. Applications must be in writing by completing ***“FORM004 – Flexible Working Arrangements Application Form”*** and sent to employee’s manager or director.
2. Requests must explain what changes are being requested, such as:
  - a. Hours of work (i.e. changes to start and finish times)
  - b. Frequency of work (i.e. changes to days)
  - c. Location of work (i.e. working from home)
3. If changes include a “Working From Home” request, employee must also refer to the following documents in their application:
  - a. ***“POL002 – Work From Home Policy”***
  - b. ***“CL009 – Working From Home – WHS Checklist”*** – must be included with FWA application
  - c. ***“POL008 – Employee Attendance and Punctuality Policy”***
4. Requests must clearly outline the reasons for the requested change.

## 05. GENERAL PRINCIPLES

When an employee is considering whether a flexible working arrangement is appropriate, consideration must be given to the nature of the work to be achieved, the effects on co-workers and clients, and whether service delivery is impacted.

## 06. APPROVAL PROCESS

### 1. CONSIDERATION:

When assessing a flexible working arrangements application, the manager or director will take the following into consideration:

- the needs of the employee;
- the needs of the clients, projects and associated team members;
- consequences to the business.

### 2. RESPONSE:

RJA will provide a written response within 21 days of receiving the request, which will outline whether the request has been approved or denied.

- If the request has been denied, the formal letter will include the reasons for the refusal based on reasonable business grounds.
- If RJA should approve an employee's application for Flexible Working Arrangements, the employee will receive a formal letter reflecting the changes in writing. The approval will outline in detail the employee's changes to hours, location or frequency of arrangements agreed.

### 3. CONDITIONS:

Each Flexible Working Arrangement approval letter will include the following **conditions** as a standard company policy:

- The agreed flexible working arrangements are not a permanent arrangement and will be reviewed by RJA after 3 months of implementation. Any further arrangements agreed to beyond this date will be reviewed every 12 months (or at any other time) to determine whether or not the flexible alternative arrangements can continue to be accommodated.
- In the event that circumstances change to the extent that either the reasonable business grounds upon which RJA agreed to the flexible working arrangements no longer apply, or the basis upon which you sought the flexible working arrangements no longer applies, RJA reserves the right to review, in conjunction with you, and possibly cancel or change the agreed arrangements.

In the event that the arrangement is deemed unsuccessful during the review process, the employee may be required to return to their standard working arrangement applicable prior to the flexible working arrangement agreement or may agree to apply for an alternative flexible working arrangement.

## Related Resources, Tools and Links

1. For further information, refer to Fair Work Act – Flexible Working Arrangements  
<https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements>
2. FORM004 – Flexible Working Arrangements Application Form
3. POL002 – Working From Home Policy
4. CL009 – Working From Home – WHS Checklist
5. POL008 – Employee Attendance and Punctuality Policy

## Contact & Further Information

For further assistance please contact your direct manager.

## Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises and outlines the process of applying for Flexible Working Arrangements in accordance with applicable legislation and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.