
Southern Rock Adventures Ltd

Flexible working policy

1 Introduction

Those employees who are eligible have the right to ask Southern Rock Adventures Ltd to consider changes to their working arrangements to assist them in the care for the upbringing of a child or an adult for whom they care.

Flexible working covers a broad range of changes to working arrangements which are intended to enable employees to undertake their carer role, whether for a child or an adult. Examples of flexible working arrangements include adjustments to working hours, working time, or working from home.

Southern Rock Adventures Ltd aims to be flexible in its approach to any request whilst balancing this with the needs of its business.

This policy sets out your statutory rights. Southern Rock Adventures Ltd encourages its employees to raise any issues they may have informally with their managers to start with and so Southern Rock Adventures Ltd would encourage you to do so initially if you are seeking flexible working arrangements.

2 Who is eligible?

You are entitled to make a request for flexible working adjustments provided you meet the following conditions:

- You must have worked for Southern Rock Adventures Ltd continuously for at least 26 weeks before making any application; and

Child

- You are a parent, adopter, guardian or foster parent of a child under 6 years old or under 18 years if the child is disabled;
- Or you are married to or the partner of one of the above;
- You must have responsibility for the upbringing of the child; or

Adult

- You provide care for a spouse, partner, civil partner or relative, or you live at the same address as an adult in need of care.

Child or Adult

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- You may only bring an application for flexible working if the changes are genuinely required to enable you to care for the relevant child or adult;
 - You may not apply if you are an agency worker working for Southern Rock Adventures Ltd;
 - You cannot bring an application to work flexibly under this right if you have already brought a claim in the last 12 months.

3 Making an application

You may make an application to request flexible working in relation to a child at any time until two weeks before the child's 6th (or 18th if disabled) birthday. You may make an application whilst you are on maternity, paternity or parental leave although you should bear in mind that the timetable required for considering your request may mean that you are required to attend meetings during your leave period. You may make an application to request flexible working in relation to an adult at any time.

You may only make one application in any 12 month period.

4 Your application

In making an application to request flexible working you should think in advance about what changes you are seeking to your working arrangements and their impact on Southern Rock Adventures Ltd's business. A form for making an application is available from The Director.

You should bear the following in mind when preparing your application:

- The application must be in writing. Southern Rock Adventures Ltd will accept applications by fax, letter or email;
- You should explain that you are making your application under this right;
- In the case of a request to care for a child you must confirm that you have responsibility or expect to have responsibility for the upbringing of the child, giving details of the child's age and your relationship to him/her. In the case of a request to care for an adult, you must confirm that the adult is a spouse, partner, civil partner, relative or confirm that you live at the same address;
- You should specify the flexible working pattern that you are seeking;
- You should explain what affect (if any) you consider these changes are likely to have on Southern Rock Adventures Ltd and how these might be dealt with. You should provide as much detail as possible;

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- You should specify the date on which you would like these changes to start (if accepted);
 - You should allow enough time when making the application for your request to be considered and if it is accepted for any adjustments that may be necessary to be put in place. If you leave it late it may be rejected or your start date may be delayed;
 - If you have made a previous application you should state when this was made;
 - Once completed the application should be sent to The Director.

5 Flexible working meeting

We will acknowledge receipt of your application and arrange a meeting with you to discuss your proposal within 28 days of your application being received.

Before that meeting we may need to ask for more information from you in order to consider your application properly.

You may be accompanied to this meeting by a colleague who may address the meeting or confer with you but who may not answer questions for you.

The purpose of this meeting is to discuss your proposals with a view to considering whether they may be accommodated. The impact on Southern Rock Adventures Ltd's business and your colleagues and whether any alternatives are suitable. It may not be possible to make a decision at the end of that meeting but we will confirm any decision to you in writing within 14 days.

If it is not possible to arrange this meeting within 28 days of your application or more time is needed to consider your application we will seek your agreement to an extension of time and where possible give reasons for the delay.

You should give us as much notice as possible if you cannot attend the meeting. If you cannot attend the meeting at short notice you should contact us as soon as possible to explain your absence. We will seek to rearrange this meeting. If you fail to attend again Southern Rock Adventures Ltd may treat your application as withdrawn.

6 Southern Rock Adventures Ltd's decision

Having met with you to consider your application, Southern Rock Adventures Ltd may reach one of the following decisions:

- To accept your proposals;
- To accept your proposals with a trial period;

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- To suggest alternative arrangements;
 - To explain that more time is needed to consider your request;
 - To decline your request.

6.1 Acceptance (with or without trial period)

If your request for flexible working is accepted we will confirm the arrangements to you in writing and the date on which they are due to take place, along with any other arrangements that may be necessary. You should bear in mind that if you have asked to reduce your hours or your responsibilities your pay will be reduced to reflect this.

6.2 Trial period

The changes may be accepted subject to a trial period. At the end of this trial period we shall meet with you to consider how the new working arrangements are working and what impact they are having on Southern Rock Adventures Ltd's business.

If the changes are having a detrimental impact on Southern Rock Adventures Ltd's business. Southern Rock Adventures Ltd may require you to return to your previous working arrangements or to identify new working arrangements which will work to the benefit of both you and Southern Rock Adventures Ltd.

If you do not seek a trial period and your request is accepted you do not have any right to return to your previous contractual arrangements.

6.3 Declining your request

Southern Rock Adventures Ltd will consider your request for flexible working with an open mind but we also have to weigh up the needs of Southern Rock Adventures Ltd's business and so there may be occasions when we have to decline a request for flexible working. We will confirm any decision in writing giving you one or more of the following business grounds for declining and an explanation of why they apply.

Business grounds for declining an application:

- Burden of additional costs;
- Detrimental effect on ability to meet the customer demand;
- Inability to reorganise work among existing staff;
- Inability to recruit additional staff;

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- Detrimental impact on quality;
 - Detrimental impact on performance;
 - Insufficiency of work during the periods the employee proposes to work;
 - Planned structural changes.

6.4 Appeal

If your request is declined you have a right to appeal to The Director within 14 days of being notified of this decision. Appeals must be made in writing and set out your grounds for appeal. A form for requesting an appeal is available from The Director.

Once we have received your appeal we will arrange for it to be heard within 14 days by The Director. You may be accompanied by a colleague at this appeal hearing on the same terms as for the initial meeting.

At this appeal Southern Rock Adventures Ltd will consider the grounds of your appeal. It may not be possible to reach a decision at that meeting but you will be notified in writing of a decision within 14 days. If it is not possible to reach a decision within that time we will write to request an extension of time.

If your appeal is accepted we will confirm this in writing including a description of the new working pattern agreed and when this is to take effect.

If your appeal is refused we will state the grounds for refusing which are relevant to your own grounds for appealing providing an appropriate explanation.

7 Withdrawing an application or appeal at any time

You should notify us as soon as possible in writing if you do decide to withdraw an application or appeal. If you do so you will not be eligible to make an application for another 12 months from the date of this original application.

If you fail to attend two meetings in succession without reasonable cause Southern Rock Adventures Ltd will treat your application as having been withdrawn and will confirm this to you in writing within 14 days of the date the meeting was intended to go ahead.

If you unreasonably refuse to provide Southern Rock Adventures Ltd with information required to consider your application fully then Southern Rock Adventures Ltd can treat your application as withdrawn.