



Flexible Working Policy

WHO is this policy for?

- Channel 4 employees
- Channel 4 managers
- This policy does not form part of any employee's contract of employment and we may amend it at any time

WHY is this policy important?

Because working 9.30 to 6 doesn't suit everyone

If it can work for you and can work for us, then a flexible working arrangement's a great idea. It's part of Channel 4's commitment, wherever possible, to offer people both choice and flexibility as to how they work.

So whether you'd like to change the amount of hours you work, the times you work, or where you work, we'll happily consider what you've got to say.

WHAT are the details of the policy?

What is a flexible working arrangement?

- It's any working pattern that's outside Channel 4's office-based, standard hours of 9.30am to 6pm Monday to Thursday, 9.30am to 5.30pm Friday

Types of flexible working

- **Part-time.** Where you work less than 37 hours a week, excluding breaks. Your salary and holiday entitlement are pro-rated (holiday is allocated and taken in hours, not days). You should also consider the impact on your pension entitlement
- **Staggered hours.** Where your start/finish times may vary from the standard
- **Remote working.** Where you may work at home, either exclusively or occasionally
- **Compressed hours.** Where full-time hours are compressed into fewer days than were previously worked. This is usually done by extending the length of your working day. Pay and pension entitlements are unchanged, but holiday is allocated and taken in hours rather than days. For the sake of fairness, it's up to managers to ensure that work is distributed evenly across the department
- **Job share.** Where two employees share the duties of one full-time role, with each working on a part-time basis. Both people must be capable of carrying out the full range of duties, and there should be no distinction in the quality, quantity or type of work carried out by them. A job-share arrangement may be brought to an end if one of the people takes another job or leaves Channel 4. In this case:

- The remaining person will be offered the job on a full-time basis
- If full-time work's declined, the manager will advertise for a suitable job-share partner
- If one isn't found, Channel 4 will take all reasonable steps to identify a suitable alternative role for the person remaining (if one can't be found, their employment could come to an end)
- **Sabbatical.** Where you request a period of time away from work. Examples of this are to meet caring responsibilities or to study – see our Sabbaticals Policy

General principles

- You can apply for a flexible working arrangement if you've been continuously employed for 26 weeks or more
- You've the right to request flexible working (but acceptance isn't guaranteed)
- You can only make one flexible working application in any 12-month period
- All flexible working arrangements are subject to a trial period

About the flexible working trial period

- Flexible working arrangements (other than sabbaticals) are agreed on a trial basis – usually three months, though this can be extended at your manager's discretion. At the end of the three months, the arrangement is either:
 - Confirmed – but subject to occasional further review
 - Varied – if there are concerns (a further trial period may be required)
 - Unsuccessful – and you revert to your original working patterns. Where this happens, one or more of the reasons outlined below will be given. You're entitled to a formal meeting to understand your manager's concerns and can bring along a colleague or trade union rep (no practicing lawyers)

Is your request being made under your statutory rights?

- Channel 4 accepts flexible working applications from all employees

HOW do you now go about things?

Here's who's responsible for what;

- **Employees** for:
 - Completing a Flexible Working Application Form and sending a copy of it to your manager and HR. Please consider your reason for, and potential implications of, requesting flexible working – e.g. the kind of flexible arrangement you're after; the benefits to you, your team and the department; and possible detriments to your colleagues or department. When we consider your application, we'll assess against the criteria below – your application should go as far as it can to address these:
 - Will there be any additional costs to Channel 4?
 - Will the arrangement have a detrimental effect on your ability to meet customer demand?
 - Are we able to reorganise work among existing employees?

- Are we able to recruit additional employees to support the arrangement?
 - Will the arrangement have a detrimental impact on quality?
 - Will the arrangement have a detrimental impact on performance?
 - Is there sufficient workload during the period the employee proposes to work?
 - Are there any planned structural changes?
- Deciding if you want to bring a colleague or trade union rep (no practicing lawyers) to the meeting
- Deciding if you want to appeal a decision. You can do this in writing within seven days of your manager's notification, or within 14 days if it's a statutory request
- **Managers for:**
 - Arranging to meet with the applicant within 28 days to discuss the application
 - Assessing (fairly) the request to work flexibly against the criteria above
 - Informing the applicant of the decision within 14 days of the meeting. HR will help with this
 - Explaining why a request is declined and working with the person to identify an alternative approach
- **The HR Team for:**
 - Keeping everyone to the timescales detailed in the policy
 - Advising managers on what's reasonable when it comes to considering the application
 - Advising employees on what's reasonable when it comes to considering the application
 - Attending the meetings and writing to confirm the outcomes

What happens next?

- Once your trial period has been successfully completed, a permanent change to your terms and conditions will be made to reflect the new arrangement. You should speak to HR to ensure you fully understand the impact that this might have on your salary and benefits
- Flexible work arrangements are made with a specific job and department in mind. If you change jobs or want to apply for a new job internally, you shouldn't expect the arrangement to be automatically accommodated

Reviewing arrangements

- Circumstances change over time, and when we have a lot of people in one department who'd like to work flexibly we might need to review your arrangement to see if it's still working. It goes without saying, we'll do this in consultation with you

WHERE can you get related information?

- You may find our Sabbaticals Policy helpful
- Here's your Flexible Working Application Form

Policy owner:

Signed off by:

Next review date:

On: / /

OUR FLEXIBLE WORKING REQUEST FORM

Name:

Department:

1. Describe the new working pattern you would like to switch to

Tick box to show which pattern you want:

Reduced hours Increased hours Compressed hours Staggered hours Remote working

Details of new working pattern

Monday Proposed start time_____ Proposed end time_____

Tuesday Proposed start time_____ Proposed end time_____

Wednesday Proposed start time_____ Proposed end time_____

Thursday Proposed start time_____ Proposed end time_____

Friday Proposed start time_____ Proposed end time_____

Any other comments:

2. I would like this arrangement to start from (date): _____

Please note that all flexible working requests are subject to a 3 month trial period.

3. Accommodating your new working pattern

Describe how your current job responsibilities would be maintained under this working pattern. Consider the impact on your manager, your colleagues, internal and external customers and work processes.

4. Business Benefits of the new working pattern

List here what the benefits of this working arrangement would be to Channel 4.

Statement

In making this application I confirm that I have read the Flexible Working Policy and understand that should my proposal be agreed it will be subject to a trial period. At the end of the trial period the arrangement may either be confirmed, changed or terminated by me or Channel 4.

I understand that any agreement by Channel 4 to accommodate my proposed flexible working pattern is entirely discretionary, creates no contractual entitlement and could be amended or abandoned should operational circumstances change – although reasonable notice will be given. I can also apply to revert to a standard working pattern should I find that the arrangement is not working for me with the 3 months trial period.

I understand that I could face disciplinary action and the working arrangement could be terminate if fail to complete my contractual working hours.

I agree to be flexible and responsive in meeting business needs where these may require me to adjust my working pattern from time to time.

Employee signature: _____ Date: _____

Please send this application to your manager and send a copy to your HR Business Partner

Line Manager signature: _____ Date: _____

Head of Department signature: _____ Date: _____