



Severn Group

Flexible Working Policy

This Policy applies to all UK employees

APRIL 2023

Defined by fairness and transparency, underpinned by inclusive communication to inspire trust and respect; we challenge and support one another to achieve our shared goals.

Introduction

This Policy sets out our approach to Flexible Working. We believe that flexible working can increase motivation, promote work-life balance, enrich wellbeing and improve performance and productivity.

Who does this Policy apply to?

You have the statutory right to request flexible working if you have a minimum of 26 weeks' continuous service. Under the statutory procedure, you can make one request in every 12-month period.

If you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

Our Policy's purpose

The purpose of this Policy is to set out our position in relation to flexible working and to explain how we deal with flexible working requests in a fair and objective manner.

Types of flexible working

Examples of flexible working include:

- Changing your place of work or moving to hybrid working (sometimes referred to as "blended working"), which allows you to split your time between attending the workplace and working remotely. Please refer to our "Hybrid Working Framework" for further information.
- Reducing the number of hours that you are working.
- Changing your start and finish times.
- Compressing your working hours into fewer days (for example moving to a nine-day fortnight).
- Working flexitime.

Hybrid working

We have a separate Hybrid Working Framework, which sets out our approach. If you would like to request hybrid working please discuss with your line manager and refer to the Hybrid Working Framework.

The Process

Making a request for flexible working

All requests must be made in writing by email and by completing the form available on Cezanne.

This form should be submitted to both your line manager and a member of the People Team.

Any request made under this Policy must include:

- The date of the application;
- The changes that you are seeking to your terms and conditions of employment;
- The date on which you would like the terms and conditions to come into effect;
- What effect you think the requested change would have on our organisation;
- How, in your opinion, any such effect might be dealt with;
- A statement that this is a statutory request;
- Whether or not you have made a previous application for flexible working; and
- If you have made a previous request, when you made that application.

Where a request for flexible working does not contain all the required information, you will be asked to resubmit your request with the necessary additional information.

Timescales

Once you submit your flexible working request, it will be dealt with as soon as possible. However, all requests will be dealt with within three months, from receipt of the request to notification of any appeal decision.

The timescales within this Policy may be extended where this is mutually agreed.

If you fail to attend a meeting to discuss your flexible working request, including an appeal meeting, and then fail to attend a rearranged meeting without good reason, your application will be deemed to have been withdrawn.

How we will deal with flexible working requests

On receipt of your application we will do an assessment of the impact of your request on the business. This may involve discussions with you and your team as well as with relevant managers.

The Process

We may have to take account of other outstanding flexible working requests and confirmed flexible working arrangements when considering yours. You have a responsibility to help us assess the impact of your request on the Company and to help us work out ways of managing that impact.

Meeting to discuss a flexible working request

We will usually arrange a meeting to discuss your application with you. You can be accompanied at this meeting by a colleague. The meeting is an opportunity to discuss the proposed new arrangements in depth so that we can understand how they would work in practice and their potential impact on the business. It is also an opportunity to find solutions to any difficulties that might result from the arrangements.

We will aim to hold the meeting to discuss your request within 28 days of receiving it.

Where a request can, without further discussion, be approved in the terms set out in your written application, a meeting will not be necessary.

Considering your request

After the meeting, your line manager, will consider your proposed flexible working arrangements carefully, weighing up a range of factors, including:

- The potential benefits to both you and the organisation; and
- Any adverse impact of implementing the changes.

Each request will be considered on a case-by-case basis, agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.

Notifying you of the decision

We will aim to notify you of the decision as soon as possible and no later than 14 days after the meeting.

Your request may be granted in full or in part. For example:

- We may propose a modified version of your request;
- Your request may be granted on a temporary basis; or
- You may be asked to try the flexible working arrangement for a trial period.

The Process

Trial periods

We may seek to trial an arrangement before deciding on a flexible working request. The trial period is an opportunity for us both to test the arrangements to see if they are workable in the longer term. It also gives us the opportunity to try different solutions for managing any difficulties posed by the new arrangements and to discuss any sensible adjustments.

The length of the trial period will depend on how long we think it will reasonably take to come to a sound assessment of whether the new arrangements will work on a permanent basis. This will depend on several factors, including your job and the type of working arrangement being trialled, but it will normally be between two and six months.

During the trial period, we will monitor how the arrangements are working out and will hold regular meetings with you to discuss this. We will make a final decision towards the end of the trial period, unless the new working arrangements are clearly not working out, in which case it will be necessary to end the trial period early. During the trial period, your terms and conditions of employment will change on a temporary basis. If we reject your request after a trial period, you will revert to your original working arrangement and terms and conditions. We will try to give you reasonable notice if this is the case.

Reasons for rejecting a request

Your request for flexible working may be rejected because of:

- The burden of additional costs;
- An inability to reorganise work among existing employees;
- An inability to recruit additional staff;
- A detrimental impact on quality;
- A detrimental impact on performance;
- A detrimental effect on ability to meet customer demand;
- Insufficient work for the periods the employee proposes to work; or
- A planned structural change to the business.

Your request will not be rejected for any other reason.

The Process

Your right to appeal

You have the right to appeal if your request for flexible working is rejected or only agreed in part.

Your appeal should be sent in writing to the People Team within 14 days of receiving our decision. Your letter should set out the grounds on which you are appealing. An appeal meeting will be held as soon as reasonably practical after lodging your appeal.

You may, if you wish, ask a colleague to attend the appeal meeting with you.

You will be informed of the outcome of your appeal as soon as possible and no later than 14 days after the appeal meeting.

Flexible working requests that are granted

If your request is upheld, you and your line manager should discuss how and when the changes will take effect.

Any changes to your terms and conditions of employment, whether permanent or temporary, will be put in writing and sent to you as an amendment to your contract of employment.

You will not be able to make more than one request for flexible working in any 12-month period.

Data protection

Dealing with requests for time off under this Policy involves us processing your personal data. For information about our processing of personal data under this Policy, including details of our legal grounds for doing so, how long we retain such personal data, who your personal data is shared with, your rights under data protection law and who you should contact if you have any concerns, please see our Employee Privacy Notice, which can be accessed via the Group Policy Hub, Cezanne or a copy obtained from the People Team.

Agreement to follow this Policy

This Policy is fully supported by the Executive Committee. This Policy is non-contractual, and the Company reserves the right to update it at any time. This Policy should be read in conjunction with the Employee Privacy Notice and Hybrid Working Framework.



At Severn, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



Customer



Integrity



Excellence



Accountability



SEVERN
Superior Valve Engineering