



Superfast Cornwall
 Tyncroft House, South Wheal Croft
 Station Road
 Pool, Redruth
 Cornwall TR15 3QG

info@superfastcornwall.org
www.superfastcornwall.org

Example Flexible Working Policy

The following is an example only, and highlights some of the things you may like to consider in creating your own policy.

General

Welcome to the world of flexible working!

We will consider requests to work flexibly from any employee, regardless of role.

To be considered for flexible working, employees should complete an application form (which is available from) and discuss the proposal with their line manager.

Applications will be considered on an individual basis. Although there is no automatic right for any employee to work flexibly, the company will fully evaluate all applications and do everything possible to facilitate flexible working where it is in the interests of the business and the employee.

The following criteria should be considered both by management and by the employee when considering the employee's suitability for flexible working:

- Self discipline
- Self motivation and ability to work unsupervised
- Organisational capabilities
- Ability to cope with potential conflicting demands of work and family.

To ensure that flexible working will be positive for the company's productivity and customer relations, the following will be considered when assessing an application for flexible working.

- The cost of arrangement
- The effect on colleagues
- The level of supervision the employee requires
- The structure of the company and staff resources
- An analysis of the tasks specific to the role and how they can be carried out flexibly
- Key outputs and targets

Communications and office supplies

- Broadband – the employer will cover 50% of broadband costs.
- Phone calls – the employer will reimburse business phone calls made on the home phone. The employee will be expected to supply itemised phone bills.
- Paper and other stationery – these will be supplied direct to the employee by the company
- Print cartridges – these will be supplied direct to the employee by the company





Travel

Travel expenses should be claimed for the shortest distance from office / home to destination in the normal way.

Home Office

Technical support will be via the company / IT supplier / maintenance contractor.

Company supplied equipment should be used for work purposes only.

The employee is responsible for informing their home building & contents insurance company that they will be working from home at times.

All company data should be kept securely (password protected or locked room / filing cabinet) when not in use.

Home office equipment – the employer will contribute up to a max of £40 towards an ergonomic chair (seat and back height adjustable and with a tiltable back).

Home office expenses – the company will contribute up to a maximum of £104 p.a. to cover all additional expenses such as heating and lighting Note. There can be significant taxation implications beyond this limit.

All equipment supplied by the company remains the property of the company and must be returned upon request.

Work and Family

One of the great benefits of flexible working is being able to schedule work around family and personal commitments. However, it is important that employees do not try to care for children or elderly relatives at the same time as the employee is working from home. Alternative care arrangements should be made in just the same way as if the employee were not at home.

Health and Safety

Flexible workers proposing to work remotely are required to complete and return to their manager the homeworking self assessment checklist. This is an essential part of the risk assessment for working from the remote location and must be complete before starting remote working.

Terms and Conditions

Any other changes to standard company arrangements.

If the company deems that the flexible working arrangement is not successful and delivering the expected benefits, the arrangement can be terminated with four weeks' notice.

All material contained in this document is for information purposes only. **Superfast Cornwall** make no representations or warranties as to the accuracy and/or completeness of the material. The user is hereby placed on notice that they should take appropriate precautions to independently verify the material. **Superfast Cornwall** disclaims, to the furthest extent permitted by law, all liability for any direct or indirect loss or damage, howsoever caused, resulting from inaccuracies, errors, whether typographical or otherwise, omissions or out of date information.

