

Flexible Working Policy

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Introduction (Policy Statement)

YBS is committed to attracting and retaining great people to work in our business and recognise the importance of helping our colleagues to balance their work and home life by offering flexible working arrangements.

This flexible working policy gives colleagues an opportunity to request a change to their working pattern. For more information, please refer to the Flexible Working Policy Guide.

Abuse of this policy may result in disciplinary action.

This policy is a sub-policy of our People Risk Policy.

Who is covered by this policy?

The policy applies to all colleagues whether employed on a permanent or fixed-term basis. It does not apply to contractors, consultants, agency workers or any self-employed individuals working for YBS.

We are committed to Diversity, Equality & Inclusion in the implementation of this policy.

When should the policy be used?

This policy should be used by anyone wishing to make a change to their working pattern and/or working hours to achieve a different balance between work and home life.

Not all flexible working options will be suitable for each area of our business and in reviewing each request we need to ensure our customer needs are met, and our changing business needs accommodated.

Types of flexible working

Flexible working arrangements can be informal or formal, temporary, or permanent.

Colleagues are not able to work outside of the UK so flexible working requests to work abroad will not be considered.

Where there is a critical business need to work outside of the UK or to travel for work purposes, you should speak to your line manager.

We also do not offer zero-hour contracts.

Making a flexible working request

We will deal with flexible working requests in a reasonable manner and within a reasonable time. In any event, the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than three months unless we have agreed a longer period with you.

Support

Support is available to colleagues throughout the process. Please refer to the flexible working guide for more information.

You can also refer to our Ways of Working Guides.

Data Protection

We process personal data collected in accordance with our Information Management Policy. Inappropriate access or disclosure of colleague data should be reported, and it may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

Contractual Information

The policy does not form part of any contract of employment and YBS may amend it from time to time.

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