

## Caring and Family Leave

### Flexible Working

All employees have the right to apply to request flexible working, and we will consider each request in the light of business needs, considering the following points: -

- The burden of additional costs
- Any detrimental effect it would have on our ability to meet customer demand
- The inability to reorganise work amongst existing employees
- The inability to recruit additional employees
- Any detrimental impact it would have on quality
- The detrimental effect it would have on performance
- Insufficiency of work available during the period when you propose to work.
- Any company's planned structural changes.

If your request is granted, there will be a permanent change in your terms of employment. A request may not be made within 12 months of a previous request.

If you wish to make a request for Flexible Working, please contact the HR team who will explain how the request must be made in accordance with statutory requirements.