

# Flexible Working Policies

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## Get the best out of flexible working opportunities

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What do you and your employees want to get out of the policy?

- improved productivity
- better work-life balance for employees
- retention of experienced and diverse talent
- more committed employees
- to support women

**A policy should:**

Actively encourage employees to consider flexible working

Be clear that you are committed to ensuring that those who request flexible working are not treated less favourably than their colleagues

**Include:**

- details of the flexible working options available
- how employees can request a flexible working arrangement
- where to find further information

**Reviewing existing policies:**

Continue to encourage employees to use the policy by communicating its benefits and its successes.

Ask for feedback - team meetings and appraisals could be used to analyse how things are working and to come up with new ideas.

Reviews can give an insight into the impact flexible working arrangements have had on the organisation.