



Flexible Working Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

This policy applies to all Company employees. It does not apply to any approved, 3rd party workers operating on behalf of the Company.

Whilst acknowledging the right for employees to formally request flexible working arrangements (under the terms of the Employment Relations (Flexible Working) Act 2023) the Company also acknowledges there are reasons why this may not be appropriate including;

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- 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 available for the periods the employee proposes to work
- planned structural changes to the employer's business

There are also qualifying grounds for employees wishing to apply;

- Employees can make no more than two requests in a 12 month period.
- Any request must be made in writing, state that it is a statutory request for flexible working and must include:
 - the date of the request.
 - the change the employee is requesting to the terms and conditions of their employment in relation to their hours, times or place of work.
 - the date the employee would like the change to come into effect.
 - if and when the employee has made a previous request for flexible working to the Company.
 - An employee may have only one live request for flexible working with the Company at any one time.

Types of flexible working

‘Flexible working’ refers to any type of non-standard working arrangement that is agreed between an employee and their line manager, and which constitutes a change to the employee’s contracted hours and/or location of work. There are a number of flexible working options, or combinations, which can be considered. The following list, though not exhaustive, summarises some of the most common arrangements.

It is important to note that due to the nature of the roles the Company offers and the duties those roles are required to provide for the Company’s clients, flexible working arrangements may not be appropriate.

Document Classification		External	
Document Number	Issue Number	Last Review Date	Next Review Date
SG-0012	SG-HR-0012	Jan-2026	Jan-2027



- **Compressed hours:** an employee works their usual full-time hours in fewer days. There is typically no reduction of pay or pension contributions under a compressed hours arrangement, although there may be implications for the employee's annual leave entitlement.
- **Flexitime:** an employee requests to vary their start and/or finish times. While a reasonable level of flexibility regarding start/finish times is feasible for many jobs, employees and managers should be mindful that any proposed arrangements are not likely to negatively impact on wellbeing or service delivery.
- **Homeworking:** where an employee carries out their usual work at home. Employees who wish to request to work from home on particular days of the week may do so under a flexible working request.
- **Job sharing:** where a full-time post is divided into two (or more) part time roles and duties and responsibilities are shared.
- **Part-time working:** when an employee reduces their contracted hours to work e.g. Monday – Wednesday. This has implications for salary, pension and holiday entitlement.
- **Term-time working:** where an employee reduces their hours to take time off during school holidays.
- **Transition to retirement:** a reduction in the hours worked but involves the same or very nearly the same job responsibilities, to help support an employee's transition to retirement.

All applications must be made, in the approved manner, to the HR department. The Company will consider all applications received and will respond to the applicant with a decision within a maximum period of two months.

Review

This policy will be reviewed at least annually or sooner in the event of applicable legislation changing. Any amended policy will be communicated throughout the business.

Signed By: ***Muhammad Bilal***

CEO of SUPREME FACILITIES LTD

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