

## Flexible Working Policy

### 1. Purpose

This policy aims to set out a clear procedure to enable employees who wish to make a flexible working request to do so and to enable managers to handle such requests in a fair and consistent manner.

Fleetwood Town Football Club is committed to remove and eliminate any direct or indirect discrimination of any form or kind within Fleetwood Town Football Club structures, and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero tolerance approach to discrimination, harassment, victimisation or bullying.

### 2. Scope

This policy covers all employees with a no minimum length of service who may wish to request a more flexible way of working.

Flexible working of any kind is not an automatic entitlement, and it should be emphasised that it is not suitable for some roles or at certain times. We will therefore treat each request for flexible working on an individual basis, and the fact that one employee has requested, or been granted, permission to work flexibly does not confer any obligation to make or grant further requests from other employees. Any agreed arrangements need to be seen as flexible and responsive to the organisation's needs at any particular time.

### 3. Introduction

Fleetwood Town Football Club recognises the benefits both to the business and to our employees of enabling them to organise their working patterns to accommodate other aspects of their lives more effectively, whether this be childcare or other caring responsibilities, or any other commitments or lifestyle choices.

Subject to the eligibility criteria below, this policy therefore gives you an opportunity to request a change in your working pattern.

This policy is not contractual but indicates the way in which the Fleetwood Town Football Club intends to deal with such issues, and can be amended at any time.

### 4. Eligibility

To be eligible to make a flexible working request, you must:

- a) be an employee;
- b) Not have made a flexible working request during the last 12 months (even if you withdrew that request).



## 5. What is a Flexible Working Request?

A flexible working request under this policy means a request to change any or all of the following:

- a) to reduce or vary your working hours;
- b) to reduce or vary the days you work;
- c) To work from a different location (e.g. home).

Unless otherwise agreed, changes to your terms of employment will be permanent. However, we may suggest an initial trial period.

Any agreed reduction in hours will lead to a pro rata reduction in pay and benefits. A change in work pattern of the same hours will not normally alter other terms and conditions.

## 6. Application

Your flexible working request should be submitted to your manager, in writing.

It should:

- a) state that it is a flexible working request;
- b) explain the change being requested and propose a start date;
- c) identify the impact the change would have on the business and how that might be dealt with;
- d) state whether you have made any previous flexible working requests.

Where the request is being made by a disabled person as part of a request for a reasonable adjustment to their working arrangements, the employee should state this in the written application.

A meeting will be arranged at a convenient time and place within 28 days of your request being submitted. You may be accompanied at the meeting by a work colleague if you so choose. They will be entitled to speak and confer privately with you but may not answer questions on your behalf.

The 28 days may be extended if the person who will consider your request is on annual leave or sick leave when your request is received.

It may be decided to grant your request in full without a meeting, in which case you will be informed in writing within 28 days of your request.

## 7. Decision

You will be notified within 14 days of the meeting what the outcome is. If your Manager needs more time to make a decision, they will ask for your agreement to delay the decision. A request for an extension is likely to benefit you. For example, your Manager may need more time to investigate how your request can be accommodated or to consult several members of staff.

If your request is accepted, you will be notified in writing of the details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter to both your manager and the HR department.



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Your request may be rejected for one or more of the following business reasons:

- a) The burden of additional costs;
- b) Detrimental effect on ability to meet customer demand;
- c) Inability to reorganise work among existing staff;
- d) Inability to recruit additional staff;
- e) Detrimental impact on quality;
- f) Detrimental impact on performance;
- g) Insufficiency of work during the periods that you propose to work; or
- h) Planned structural change to the business

In those circumstances, you will be notified in writing of the business grounds for the rejection including an explanation as to why the business reasons apply in the circumstances, and the details of the appeals procedure.

## 8. Appeal Process

The appeal process is designed to ensure both parties are dedicated to reaching a mutually conclusive agreement.

You have a right to appeal within 14 days of receiving the decision. To appeal the decision, you must write to your manager, cc HR, stating your grounds for appeal in a letter.

## 9. Appeal Meeting

Within 14 days of receiving your appeal, an appeal meeting will take place. This will be conducted by your manager's manager. Should this happen to be the Chief Executive, another member of the Operational Board may conduct the appeal. A date and time for the meeting will be set up and communicated to you. You may be accompanied to this by a work colleague.

If you cannot attend the meeting at the date and time suggested the date will be deferred to a date and time convenient for both yourself and the relevant manager, however this must be within seven days of the original date.

You will be notified of the outcome of the appeal meeting within 14 days. This notification will be in writing, will be dated and will either outline your new terms and conditions with the date they become effective, or they will explain the business grounds for the decision to reject your application and the reason why these apply in the circumstances.

NOTE: Any of the time frames stated in this policy may be extended with the agreement in writing of both parties. This agreement should refer to the period for which extension is sought, the date it is to be extended to, it should be dated and both parties should receive a copy.

## 10. Trial Periods and Contractual Changes

Each situation will be specific and success may be difficult to predict, therefore some arrangements may be agreed on a trial basis initially. Any such arrangements will specify an agreed duration and then, unless the employee reverts to his/her previous working arrangements, if deemed worth

continuing, may be either confirmed as a permanent alteration or may be subject to on-going regular reviews (as specified).

Trial periods are at the sole discretion of the Fleetwood Town Football Club.

Regular reviews may result in the termination of a flexible arrangement which has been agreed on a trial basis, for business, economic or other reasons.

Reasonable notice will be given by either party in the event of a necessary change or termination.

Where a change to the contract is agreed on a permanent basis, the employee should consider that this is a permanent change and that only one flexible working request may be made in each twelve-month period.

Employees who have been granted flexible arrangements on anything other than a trial basis will not have the right to insist on a return to full-time working or a return to their previous hours or pattern of working, whatever these were) if their circumstances change. Therefore, any proposal for change should be fully considered, especially where this may result in a drop in salary.

## 11. Withdrawal of Application

In certain circumstances, an application made under the formal procedure set out in this policy will be treated as withdrawn. This will occur if:

- a) You decide to withdraw a request. If a request made under the formal procedure is withdrawn, an employee will not be eligible to make another request for 12 months from the date of their original request. Where you decide to withdraw a request, you should notify your manager as soon as possible; or
- b) You fail to attend two meetings without reasonable cause; or
- c) You unreasonably refuse to provide information required by Fleetwood Town Football Club.

In such circumstances, your manager will write to you (cc HR) confirming that the request has been treated as withdrawn.  
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