

# OUR FLEXIBLE WORKING POLICY

## WHO is this policy for?

- Channel 4 employees
- Channel 4 managers
- This policy does not form part of any employee's contract of employment and we may amend it at any time

## WHY is this policy important?

### Because working 9 to 5 doesn't suit everyone

If it can work for you and can work for us, then a flexible working arrangement's a great idea. It's part of Channel 4's commitment, wherever possible, to offering people both choice and flexibility as to how they work.

So whether you'd like to change the amount of hours you work, the times you work, or where you work, we'll happily consider what you've got to say.

## WHAT are the details of the policy?

### What is a flexible working arrangement?

- It's any working pattern that's outside Channel 4's office-based, standard hours of 9.30am to 6pm Monday to Thursday, 9.30am to 5.30pm Friday

### Types of flexible working

- **Part-time.** Where you work less than 37 hours a week, excluding breaks. Your salary and holiday entitlement are pro-rated (holiday is allocated and taken in hours, not days). You should also consider the impact on your pension entitlement
- **Staggered hours.** Where your start/finish times may vary from the standard, provided you're working during Channel 4's standard hours
- **Remote working.** Where you may work at home, either exclusively or occasionally
- **Compressed hours.** Where full-time hours are compressed into fewer days than were previously worked. This is usually done by extending the length of your working day. Pay and pension entitlements are unchanged, but holiday is allocated and taken in hours rather than days. For the sake of fairness, it's up to managers to ensure that work is distributed evenly across the department
- **Job share.** Where two employees share the duties of one full-time role, with each working on a part-time basis. Both people must be capable of carrying out the full range of duties, and there should be no distinction in the quality, quantity or type of work carried out by them. A job-share arrangement may be brought to an end if one of the people takes another job or leaves Channel 4. In this case:
  - The remaining person will be offered the job on a full-time basis
  - If full-time work's declined, the manager will advertise for a suitable job-share partner
  - If one isn't found, Channel 4 will take all reasonable steps to identify a suitable alternative role for the person remaining (if one can't be found, their employment could come to an end)

- **Sabbatical.** Where you request a period of time away from work. Examples of this are to meet caring responsibilities or to study – see our [Sabbaticals Policy](#)

### General principles

- You can apply for a flexible working arrangement if you've been continuously employed for 26 weeks or more
- You've the right to request flexible working (but acceptance isn't guaranteed)
- You can only make one flexible working application in any 12-month period
- All flexible working arrangements are subject to a trial period

### About the flexible working trial period

- Flexible working arrangements (other than sabbaticals) are agreed on a trial basis – usually three months, though this can be extended at your manager's discretion. At the end of the three months, the arrangement is either:
  - Confirmed – but subject to occasional further review
  - Varied – if there are concerns (a further trial period may be required)
  - Unsuccessful – and you revert to your original working patterns. Where this happens, one or more of the reasons outlined below will be given. You're entitled to a formal meeting to understand your manager's concerns and can bring along a colleague or trade union rep (no practicing lawyers)

### Is your request being made under your statutory rights?

- Channel 4 accepts flexible working applications from all employees – this is above and beyond what the law requires of us. You have a statutory right to request to work flexibly if:
  - You're a parent or carer and have caring responsibilities
  - You're the parent, adoptive parent, foster parent, guardian or special guardian of a child under the age of 17 (18 in the case of a disabled child), or the spouse, civil partner or live-in partner of such a person, and have, or expect to have, responsibility for the child
  - You care for, or expect to care for, an adult aged 18 or over who is their spouse, civil partner or live-in partner, a relative, or someone living at the same address as the employee. The purpose in making the application must be to enable the employee to care for the child or adult in question

## HOW do you now go about things?

### Here's who's responsible for what

- **Employees** for:
  - Completing a [Flexible Working Application Form](#) and sending a copy of it to your manager and HR. Please consider your reason for, and potential implications of, requesting flexible working – e.g. the kind of flexible arrangement you're after; the benefits to you, your team and the department; and possible detriments to your colleagues or department. When we consider your application, we'll assess against the criteria below – your application should go as far as it can to address these:
    - Will there be any additional costs to Channel 4?
    - Will the arrangement have a detrimental effect on your ability to meet customer demand?
    - Are we able to reorganise work among existing employees?
    - Are we able to recruit additional employees to support the arrangement?
    - Will the arrangement have a detrimental impact on quality?
    - Will the arrangement have a detrimental impact on performance?
    - Is there sufficient workload during the period the employee proposes to work?
    - Are there any planned structural changes?

- Deciding if you want to bring a colleague or trade union rep (no practicing lawyers) to the meeting
- Deciding if you want to appeal a decision. You can do this in writing within seven days of your manager's notification, or within 14 days if it's a statutory request
- **Managers** for:
  - Arranging to meet with the applicant within 28 days to discuss the application
  - Assessing (fairly) the request to work flexibly against the criteria above
  - Informing the applicant of the decision within 14 days of the meeting. HR will help with this
  - Explaining why a request is declined and working with the person to identify an alternative approach
- **The HR Team** for:
  - Keeping everyone to the timescales detailed in the policy
  - Advising managers on what's reasonable when it comes to considering the application
  - Advising employees on what's reasonable when it comes to considering the application
  - Attending the meetings and writing to confirm the outcomes

#### **What happens next?**

- Once your trial period has been successfully completed, a permanent change to your terms and conditions will be made to reflect the new arrangement. You should speak to HR to ensure you fully understand the impact that this might have on your salary and benefits
- Flexible work arrangements are made with a specific job and department in mind. If you change jobs or want to apply for a new job internally, you shouldn't expect the arrangement to be automatically accommodated

#### **Reviewing arrangements**

- Circumstances change over time, and when we have a lot of people in one department who'd like to work flexibly we might need to review your arrangement to see if it's still working. It goes without saying, we'll do this in consultation with you

#### **WHERE** can you get related information?

- You may find our [Sabbaticals Policy](#) helpful
- Here's your [Flexible Working Application Form](#)

**Policy owner:**

**Signed off by:**

**Next review date:**

**On:** / /