



Flexible Working Policy



Introduction

We're all individuals, but we're very much one team. It's the only way we can create better places – together. We're always looking for new ways to welcome people from all walks of life.

We treat everyone fairly, no matter your protected characteristic. Part of this is down to our flexible working hours, which help us to be more inclusive.

We want to ensure every employee has a working situation that empowers and engages them to excel in their work. For some of you, this will mean working flexibly. This policy sets out our rules around working flexibly, to help you and your people manager decide if it's right for both you and the business, and to work out what changes you may need to make.

Eligibility

All employees with at least 26 weeks' continuous employment and have not made another application to work flexibly under the right during the previous 12 months, have a statutory right to request a flexible working arrangement. However, people managers should still consider flexible working applications from employees who do not meet these criteria.

Employers have a statutory duty to consider a request in a reasonable manner and can only refuse a request for flexible working where there is a clear business reason for doing so.

Flexible Working Options

1.0. Home Working

Home working is about using your home as a base for work instead of travelling into a workplace. There are many benefits to home working;

For you these may include:

- Increased discretion in the management of your work and personal time
- Increased motivation
- A saving of travel time and costs
- The ability to work without normal office distractions
- Improvements in your work-life balance

For Amey these may include:

- Being an inclusive employer that supports and trusts its people and recognises that 'not one size fits all' and that flexibility can work both ways.
- The attraction, retention and engagement of valued and skilled employees for whom the ability to work at home is the preferred option
- Reducing environmental impact through a reduction of the Company CO2 emissions by reducing unnecessary employee commuting
- Potentially increased output and quality of work due to fewer distractions than working on site



1.1. Types of Home Working

There are various ways that home working can work, ranging from rare occasions that arise and do not form a routine, to formal arrangements that are identified as such in the contract of employment.

Occasional Home Worker	This is when an employee is granted permission to work from home on an ad hoc basis, agreed with their direct people manager where appropriate.
Temporary Home Worker	This is when an employee will spend an agreed percentage of their contractual hours working from home on a temporary basis, for example as a result of temporary office closures due to COVID. Temporary home workers must ensure an assessment is carried out using AMEY-HS-HOMEWORKING-FO-01.
Permanent Home Worker	This is when an employee will spend 100% of their contracted hours working at home. Permanent home workers must ensure a risk assessment is carried out using AMEY-HS-HOMEWORKING-FO-01.
Mobile Home Worker	This is where an employee will spend a proportion of their contracted hours visiting sites from their home base. Mobile home workers must ensure a risk assessment is carried out using AMEY-HS-HOMEWORKING-FO-01.
Hybrid Home Worker	This is when an employee will spend a proportion of their contracted hours working at home and the balance at an office. Hybrid home workers must ensure a risk assessment is carried out using AMEY-HS-HOMEWORKING-FO-01.

1.2. Suitability of Home Working

Generally speaking, any job that does not require time spent in one location or high visibility (e.g. to deliver a face-to-face service), may be adapted for home working. Consideration should also be given to the impact on and inter-relationship with other jobs, client requirements, liaising with colleagues, access to required information, technology, costs and savings etc.

Home working does not suit everyone and there are many well-being benefits of being on site with other colleagues including camaraderie and collaboration. If you don't yet have very much experience in your role, you will need closer supervision, which would be more challenging if you were working from home.

It is important that both the advantages and the disadvantages are considered. A trial period may be appropriate in order to gauge suitability for you and the job before any longer-term arrangements are put in place.



1.3. Considerations

The following issues should be taken into consideration:

- Can the work be readily undertaken at home?
- The service provided and impact upon your workload and the work of the team
- Does the job require long periods of uninterrupted mental concentration?
- Can the work be measured in terms of output, or if not, is it possible to come to an agreement with you about the amount of time, particular outputs will take?
- How can the work be monitored?
- What equipment would be required?
- What costs would be incurred?
- Would home working have a detrimental effect on Amey's ability to meet client requirements?

1.4. Trial Periods

New home working arrangements shall normally be for a trial period, during which the arrangement will be monitored. If, at any time during or at the end of the trial period, the people manager considers the home working arrangements to be unsatisfactory or the requirements of the work change such that home-based work is no longer appropriate, they may give reasonable notice to revert to a workplace-based arrangement from an Amey premises.

1.5. Employee's Responsibility

- To ensure your home working environment meetings health and safety requirements
- Well-being - ensure you take breaks, drink water to keep hydrated and do not work excessive hours at home.
- Maintain regular contact with your people manager and colleagues through telephone calls, Teams, 121's and other communication methods.
- Effectively deliver your job to the standard required.
- Ensure that Company property is secured safely at all times.
- To work in adherence to Amey policy and procedures including all audit requirements.

1.6. People Manager Responsibility

- To maintain contact with their team member working from home, ensuring they continue to feel part of the wider team
- To be clear on the expectations of what can be achieved working from home and to trust the person to do their role from home
- To speak to the employee if they notice the employee is working unplanned or excessive hours outside of what may have been agreed between the people manager and employee, or if the employee performance does not meet expectation in order to understand what is happening with the individual
- The people manager may have to adapt their style to be able to manage a team member who is working at home.



2.0. Other Types of Flexible Working

2.1. Part-time Hours

Part-time hours can accommodate peaks of workload, whether they occur on a daily basis (i.e. heavier workload requirements in the afternoons, mornings, or over midday), or over the week (i.e. heavier workload requirements towards the start, middle or end of the week). You will also need to consider, and make clear to the employee, the degree of flexibility you might require around the work pattern.

As is the case with job sharing, any requests from employees to move to part-time hours must be seriously considered and any effects upon operational requirements considered carefully.

2.2. Term-time Working

Term time contracts are likely to be extremely attractive to those with responsibility for caring for school age children. The employee is engaged to undertake the required number of hours per week, over the school term time. Salary and other terms and conditions of employment are pro rata but note that there are specific arrangements for term time employees in relation to annual leave.

2.3. Job Share

A job share is a formal arrangement where two people voluntarily share the responsibilities of one post receiving proportionate pay and benefits. It is possible that the total hours worked in a job share post could equate to greater than one FTE. The contract of employment is held jointly and is conditional upon the offer of appointment being accepted by both job share partners. Job sharing requires a high level of co-operation and communication between the sharers, facilitated by the people manager. Each individual would have their own part-time contract of employment i.e. if one individual in a job share leave the business, this vacant role will remain and will be advertised as a part-time role.

- Work Patterns may include:
 - Split days – Mornings or afternoons
 - Split weeks – 2.5 consecutive days each week.
 - Alternating split weeks – 2/3 days on alternate weeks or work alternate full weeks

Any requests from employees to move to job share must be seriously considered and any effects upon operational requirements considered carefully.

2.4. Flexible Working including Reduced/Compressed Hours

There is an option for you to discuss how you may look to change how you normally work throughout the week, such as reducing your hours or compressing hours into a shorter working week or fortnight. Or, you may wish to amend your start and finish times which can often be negotiated locally without the requirement for a formal flexible working request.



It is important that any new arrangement does not have an adverse impact on service provision or operational requirements and does not increase the workload of employees.

2.5. Parental leave

Parents with at least one year's continuous service, who have children under the age of 18 have a statutory entitlement to up to 18 weeks' unpaid leave per parent per child. Leave may be taken in blocks of one week up to a maximum of four weeks per parent per child in any calendar year. Such provisions are in addition to maternity/paternity/adoption/shared parental leave. Please refer to the [Family Friendly Policy](#).

2.6. Career break

Employees who have been employed for at least 12 months continuous service are eligible to apply to take a career break. Some examples in the past have been to undertake a period of study or further long-term development, caring responsibilities for an elderly relative, or to travel.

Further advice is available from the HRHelpdesk at hrhelpdesk@amey.co.uk

3.0. Health and Safety

Amey's Health and Safety policy and procedures will continue to apply to home workers. This includes the requirement for employees to report any work-related accidents and to undertake regular DSE assessments.

3.1. Well-being

Amey are an inclusive employer and recognise not everyone will have the same experiences and may not be for everyone. Working remotely can be lonely at times and occasional feelings of isolation are not unusual. You can find useful Wellbeing help and advice here: www.amey.co.uk/wellbeing-help-and-advice.

4.0. Data Security

If you work from home are required to comply with Amey's [Information Security](#) and [Acceptable Use](#) policies.

5.0. Insurance

Before entering into a permanent home working agreement, you are advised to notify your landlord/mortgage and insurance companies of the fact that you will be working from home. There is no requirement for employees to provide insurance cover for Amey equipment.

6.0. Expenses

For occasional and regular home workers, car mileage expenses will only be paid for those miles travelled which are over and above the number of miles which the home worker would



previously have incurred by having to travel to the site and return home on a daily basis, i.e. their normal commuting journey.

For permanent home workers, reasonable travel expenses would be payable for work related journeys beginning and ending at the home base. Any claim for expenses should be in line with the Travel and Expenses policies.

7.0. Company Benefits

Where a company car or allowance is offered upon a business need basis then the amount of mileage undertaken/number of days used for business needs will be recorded and monitored. In the event that the business need mileage reduces below the defined thresholds then the company car or allowance would be reviewed and possibly removed, or other arrangements put in place. The policy for [Company Car, Allowances and Fuel Card Policy can be found here](#).

8.0. Taxation

Employees working from home may be able to claim tax relief on a proportion of their household bills. For more information and to check eligibility go to <https://www.gov.uk/tax-relief-for-employees/working-at-home>

9.0. Visits to you as the Home Worker

Arrangements could be made to permit your people manager and other appropriate Amey employees to visit you at home for purposes connected with work. This should be by prior arrangement and at a mutually convenient and reasonable time. If this is not convenient -e.g. due to distance – then a mutually beneficial location should be selected for meeting; ideally an Amey office or depot to save cost.

10.0. Contractual Terms

If you are an occasional or regular home worker, there will be no requirement to issue a variation to the contract of employment.

The contracts of employment for permanent home workers will need to reflect that their normal place of work is home. It should be noted that employees whose normal place of work is home may still be expected to attend an Amey office or depot from time to time (e.g. to attend team meetings, training or briefings). All other terms and conditions of employment remain unchanged by a home working application.

11.0. Review of a Home Working Agreement

Any home working agreement should be reviewed periodically (at least once a year). This will allow you and your people manager to assess whether the arrangement is still appropriate.

12.0. Applying for Flexible Working

If you decide that you want to make an application for flexible working then you need to complete the flexible working form and submit it to your people manager.



People managers will then need to contact Croner Advice Service on 01865 713101 Option 3 who will provide guidance on the process.

12.1. Appeals Procedure

If your request for flexible working is refused, you can appeal that decision, within 14 days of receiving the written notification of the decision, setting out the reasons for the appeal.

Arrangements will then be made for the appeal to be heard by an appropriate people manager who has had no prior involvement in the case. The appeal hearing will be a review of the original decision. You will have the right to attend the hearing and to be accompanied by a work colleague or trades union representative.

The decision may be given at the appeal hearing and will in any event be confirmed in writing within 14 days of the hearing. The decision following the appeal shall be final.

Associated documents

These are the documents associated with this process:

- AMEY-HS-HOMEWORKING-GD-01 – Homeworking guidance
- AMEY-HS-DSE
- WorkRite Agile Worker training and Risk assessment

Revision Status

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1	05.05.11	Issued for Use	Mags Cadger	M Bradshaw
1.1	15.08.12	Include ref to application form and update fax no for OneHR	Mags Cadger	Kate Litton
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2.1	08.01.14	HR Rebranding and new doc ref	Mags Calder	Kate Litton
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4.0	25.06.20	Updated in light Covid-19 and includes specific guidance re the many forms of flexible working	Laura Brunton	Michael Burgess



4.1	07.07.2020	Removal of reference to short term home working assessment as covered by DSE and more concise guidance overall.	Laura Brunton	Michael Burgess
4.2	08.07.2020	Updated of types of home worker & extended deadline date for WoW process	Laura Brunton	Michael Burgess
4.3	13.07.2020	Further updates of types of home worker to align with HSQE.	Laura Brunton	Michael Burgess
4.4	18.09.2020	Further changes to Home Worker categories in line with HSQE.	Stephen Norris	Michael Burgess
4.5	21.10.2020	Further changes to policy to meet with Rail contract.	Stephen Norris	Michael Burgess