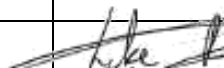
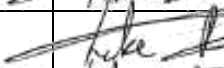
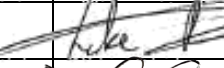
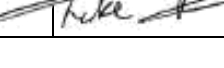


DOCUMENT TITLE: Worklife Balance Policy

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Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
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Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2026	1.01

WORKLIFE BALANCE POLICY:

Our work life balance policy gives eligible employees the opportunity to request a permanent change to their working pattern.

This policy covers the statutory entitlement to request flexible working (“FW”) and/or remote working (“RW”) in accordance with, and subject to the Work Life Balance and Miscellaneous Provisions Act 2023. A request accepted under this policy will result in permanent changes to your Contract.

Flexible Working

To be eligible to make a request for FW, you must be either:

- a parent or acting as a parent to a child under 12 years of age or under 16 years if the child has a disability or illness and who is or will be providing care to the child; or
- providing or will provide personal care or support to a specified person, namely your child, spouse or civil partner, cohabitant, parent or grandparent, sibling or a person other than one in the categories already specified who lives in the same household as you. The person must also be in need of significant care or support for a serious medical reason.

If you fall into one of the above categories, you may request FW at any time. However, you must have worked for the Company continuously for 26 weeks and/or not have made a formal request to work flexibly/remotely during the last 12 months (each 12-month period runs from the date when the most recent application was made) before any FW arrangement can start, if agreed. Please note that any request for FW must be submitted no later than 8 weeks before the proposed starting date for the arrangement.

FW can take different forms, including:

<u>Types of FW</u>	<u>Description</u>
Part-time work	Where an employee works fewer hours than fulltime employees

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Term-time work	Where an employee can take unpaid leave for a certain period of the year, most typically summertime
Job-sharing	Where a full-time post is divided into two parttime roles and both employees share the overall duties and responsibilities for the role. Pay and benefits are shared in proportion to the hours each employee works
Flexitime	Where an employee can vary their start and finish times outside of core hours while completing the required hours of work each week/month as specified in their contract
Compressed working hours	Where an employee works their full-time hours in fewer days by extending their working day in longer blocks of time. An example of this is a fiveday week that is compressed into four days

To make a request under this policy you should submit a Flexible Working Request Form to your Manager and include all relevant details concerning your request. After you have submitted the form, the Office Manager and your Manager will arrange to meet with you within 28 days. You may bring a workplace colleague or a trade union representative to the meeting if you wish.

The meeting will be to discuss and consider the working arrangements you have requested. If the arrangements you have requested cannot be accommodated, the meeting also provides an opportunity to explore possible alternative working arrangements. Any new working arrangements will be agreed under an initial trial period of 3 months. Following the meeting, we will notify you of our decision in writing as soon as reasonably possible. There will be circumstances where, due to our business and operational requirements, we are unable to agree to a request. In these circumstances, we will write to you stating the business ground(s) why the request cannot be agreed, providing an explanation of why the business reasons apply in the circumstances, and setting out the appeal procedure.

The Company may reject your request for a number of objective business grounds, including but not limited to:

- the burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing employees;
- inability to recruit additional employees;
- detrimental impact on quality;
- detrimental impact on performance;

- insufficiency of work during the periods you propose to work; and
- planned structural changes.

If your request is accepted, we will write to you with details of the new working arrangements and an explanation of changes to your Contract. You will be asked to sign and return a copy of the letter or an amended Contract. Please remember that changes to your working days and/or working hours may have an impact on your remuneration and benefits.

If your request is rejected, you have the right to appeal. Your appeal should be in writing, should set out the grounds for your appeal, and should be sent to the Office Manager within 5 days of the date on which you received the written rejection. We will then arrange for an appeal meeting to take place as soon as reasonably practicable. You may be accompanied by a workplace colleague or trade union representative. You will be informed in writing of the outcome of your appeal as soon as reasonably practicable after the date of the appeal meeting. You will not be able to make another formal request until 12 months after the date of your original application.

Finally, please be aware that the Company reserves the right to terminate an agreed FW arrangement in the event that we are satisfied that the arrangement would have, or is having, a substantial adverse effect on the operation of our business because of any of the following reasons:

- seasonal variations in the volume of the work concerned;
- the unavailability of a person to carry out the duties of the employee in the employment;
- the nature of the duties of the employee in the employment;
- the number of employees in the employment;
- the number of employees in the employment whose periods of approved FW arrangement overlap in whole or in part with the period specified in the employee's FW arrangement;
- any other matters relevant to the substantial adverse effect on the operation of the Company's business, profession or occupation.

In such circumstances, the Company can give you written notice of termination of an arrangement, having considered the following;

- its own needs, i.e. the needs of the business;
- your needs, i.e. the employees reasons for requesting FW; and
- the requirements of the Code of Practice in relation to considering termination.

Any notice will set out the reasons for termination and specify the date on which you must return to your original working arrangement. This date must not be earlier than 4 weeks from the date of receipt of the notice of termination unless the date the approved FW arrangement comes to an end is less than 4 weeks from the date of receipt of the notice.

The Company will, in advance of issuing such a notice:

- notify you in writing of the proposal to terminate the arrangement;
- include details of the grounds for terminating the arrangement;
- give you 7 days after receipt of the notice to make representations to the Company in relation to the proposal; and
- consider any representations made by you before deciding whether to give notice of termination.

REMOTE WORKING:

All employees have the right to make a statutory request for RW. An employee can request RW from their first day at a new job, but they must complete a minimum of 6 months continuous employment with the Company before an approved arrangement can start. A gap in service of less than 26 weeks with the Company will be discounted for the purpose of assessing whether the employee has the required 6 months continuous service before a RW arrangement can start.

An employee must submit their request for RW to their employer as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date.

A request for RW must be in writing and signed by the employee. The written request must include the following information to help the employer with the decision-making process:

- details of the RW arrangement i.e. how many days and which days requested;
- the proposed starting and end date of the arrangement, if relevant;
- the reasons for requesting RW;
- a workstation assessment; and
- the distance of the proposed remote workplace to the Company's onsite place of work.

The Company will respond to the request no later than 4 weeks after receiving the request.

Any new RW arrangements will be agreed under an initial trial period of 3 months. There will be circumstances where, due to our business and operational requirements, we are unable to agree to a request. In these circumstances, we will write to you stating the business ground(s) why the request cannot be agreed, providing an explanation of why the business reasons apply in the circumstances, and setting out the appeal procedure.

The Company may reject your request for a number of objective business grounds.

If your request is accepted, we will write to you with details of the new RW arrangements and an explanation of changes to your Contract. You will be asked to sign and return a copy of the letter or an amended Contract.

If your request is rejected, you have the right to appeal. Your appeal should be in writing, should set out the grounds for your appeal, and should be sent to the Office Manager within 5 days of the date on which you received the written rejection. We will then arrange for an appeal meeting to take place as soon as reasonably practicable. You may be accompanied by a workplace colleague or trade union representative. You will be informed in writing of the outcome of your appeal as soon as reasonably practicable after the date of the appeal meeting. You will not be able to make another formal request until 12 months after the date of your original application.

Finally, please be aware that the Company reserves the right to terminate an agreed RW arrangement in the event that we are satisfied that the arrangement would have, or is having, a substantial adverse effect on the operation of our business.

In such circumstances, the Company can give you written notice of termination of an arrangement, having considered the following;

- its own needs, i.e. the needs of the business;
- your needs, i.e. the employees reasons for requesting FW; and
- the requirements of the Code of Practice in relation to considering termination.

Any notice will set out the reasons for termination and specify the date on which you must return to your original working arrangement. This date must not be earlier than 4 weeks from the date of receipt of the notice of termination unless the date the approved FW arrangement comes to an end is less than 4 weeks from the date of receipt of the notice.

The Company will, in advance of issuing such a notice:

- notify you in writing of the proposal to terminate the arrangement;
- include details of the grounds for terminating the arrangement;
- give you 7 days after receipt of the notice to make representations to the Company in relation to the proposal; and
- consider any representations made by you before deciding whether to give notice of termination.

In the event that a RW request is accepted, the following policy will apply:

- you may be required to attend the premises of the Company's customers and/or the Company's offices as required by the Company for the performance of your duties;
- you must work and be available between such hours as the Company may reasonably specify from time-to-time;
- it is your responsibility to ensure that rest breaks are taken;
- you shall be responsible for taking out and maintaining a valid policy of insurance covering homeworking activities and against fire, theft, loss and damage of any property of the Company throughout your employment;
- you consent to the Company's representatives, at reasonable times and on reasonable notice, entering your home address to:
 - install, inspect, replace, repair, maintain or service any Company property during your employment;
 - carry out health and safety risk assessments of the Company's property and your workstation during your employment; and
 - recover the Company's property on or after termination of your employment; and
- you are responsible for ensuring the security of Company confidential information in your home, in particular undertaking to:
 - encrypt and/or protect by password any confidential information held on your home computer;
 - lock the computer terminal whenever it is left unattended;
 - ensure any wireless network used is secure;
 - keep all papers containing confidential information in filing cabinets that are locked when not in use; and
 - comply with the Company's data protection policy from time to time in force regarding the retention of personal data.

The Company reserves the right to terminate home working arrangements where they are no longer compatible with business needs, for example, if your role changes such that homeworking is no longer suitable, subject to reasonable notice.

For further information, please refer to the Code of Practice published by the Workplace Relations Commission in 2024 for Employers and Employees on the Right to Request Flexible Working and the Right to Request Remote Working, a copy of which we attach at this [link](#).



Luke Deasy
Managing Director