

1. Flexible Working Policy

2. Values Statement

This Flexible Working Policy articulates RedR Australia's commitment to providing a workplace that is agile, flexible and takes into account where practicable, the personal circumstances of its employees.

3. Purpose

The purpose of this policy is to support employees who wish to request for flexible working arrangements, including relocation to a regional or interstate location. It recognises the value placed on the contribution made by staff and the need to retain quality staff but also the need to monitor and review such an arrangement for any impacts on the business. This policy also sets out a framework of best practice procedures in line with those recommended by Fair Work Australia.

4. Scope

In accordance with the Fair Work Act, this policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR
- Associate trainers
- RedR deployees
- Standby personnel/applicants
- Board members.

5. Policy Statement and Principles

RedR Australia is an organisation that encourages flexible working arrangements, offering hybrid working conditions, with a minimum requirement of working two days in the office of employment.

To be considered for Flexible Work an eligible employee is anyone that is currently employed by Red R Australia. They can be working in either a full time or part time basis. Casual employees who have been employed for at least 12 months and have a likelihood of employment continuing on a regular basis may also apply.

6. Procedures

An employee can make a request for flexible work arrangements for any reason. A flexible arrangement is considered a variance that is different to the working conditions included in the employment contract not limited to but including:

- Days,
- Times,
- Location,

As well as any changes to the hybrid working arrangement of minimum two days in the location of employment.

If the employee is requesting flexible arrangements in the list below, this should be included in the application.

- a) A parent of, or have responsibility for the care of, a child who is school age or younger.
- b) A carer (anyone who provides care to another person in a 'care relationship', including carers aged under 18 years. A care relationship exists where the person being cared for is an older person, a person with a disability, a mental illness or an ongoing medical condition).
- c) A person with disability.
- d) Aged 55 or older.
- e) Experiencing family violence.
- f) Providing care or support to a family member, or someone they live with, who is experiencing family violence.

A request for flexible work arrangements must be made in writing to the employee's manager. The request should detail what changes the employee wants, why they are asking for a change, and how long the proposed arrangement will last.

A discussion between employee and manager/People and Capabilities representative will take place to reach an understanding about changes to their working conditions and should include:

- Examination of the Flexible Work policy and procedural guidance.
- Explanation of who will make the decision and when.
- Collection of role specific information to assist the SLT in making the decision.

After the discussion with the Manager and P&C team, the request will be reviewed and discussed with the Senior Leadership Team and will be considered on its merit.

The employee will receive a response in writing within 21 days. The response will state whether the request is granted or refused and provide reasons if the request is refused.

RedR Australia will only refuse a request on reasonable business grounds including:

Cost – the requested arrangements would be too costly for the employer.

Capacity – there's no capacity to change the working arrangements of other employees to accommodate the request.

Practicality – it would be impractical to change the working arrangements of other employees, or take on new employees, to accommodate the request.

Inefficiency or impact – the requested arrangement is likely to result in significant loss of efficiency or productivity. The request may also have a significant negative impact on customer service or capacity to implement our mission.

Other Reasonable grounds- if RedR Australia refuses on other reasonable grounds, these will be detailed out to the employee, providing as much detail as possible.

If a request is granted, the employee will receive an addendum to their employment contract which will outline the agreement. It will record how the new arrangement is different from the employee's previous arrangements, how long it's intended to go for (ongoing, or a fixed period), the support provided by the organisation in facilitating the arrangement, the frequency of review and the process of dealing with issues and any future changes.

7. Roles and Responsibilities

People and Capability Manager is responsible for ensuring:

- The policy aligns with relevant legislation, government policy and / or RedR requirements/strategies/values

Flexible Working Policy

- The policy is implemented and monitored and is reviewed to evaluate its continuing effectiveness
- Ensuring all employees are communicated to appropriately.

CEO/Leadership Team

- Implements the policy and ensures a fair and balanced approach is applied to all requests.

8. Flow Chart



9. Definitions

Flexible Work is a variance that is different to the working conditions included in the employment contract arrangement

10. Related Policies and Documents

RedR Code of Conduct
Fair Work Act

11. Document Control

Reviewed by:	P&C Manager
Approved by:	CEO
Review date:	October 2023
Next review:	October 2026
Distribution:	Internal only
Version number	1.0