



Statement and Purpose for Flexible Working Policy

BBS Recruitment the Employer is committed to an equal opportunities workplace and recognises the importance of supporting our employees in maintaining a healthy balance between work and their outside lives.

The purpose of this Policy is to help us achieve our equal opportunities and work life balance aims by ensuring that.

Qualifying staff have a structured opportunity formally to request a change to their working pattern and are clear about how to make such a request.

managers are clear about the process that should be followed if they receive a request for flexible working and the terms that apply to flexible working arrangements. Managers have a specific responsibility to support colleagues and ensure this Policy is a success by trying to accommodate flexible working requests where operationally possible.

Employees who do not meet the qualifying criteria to request flexible working through the formal process may still make an informal request. This is also dealt with in this Policy in the "Informal Requests" section.

This is a statement of policy only and does not form part of your contract of employment. We may amend this Policy at any time, in our absolute discretion.

This Policy is intended to summarise your statutory rights (save for the section dealing with "Informal Requests"). If there is a contradiction between this Policy and the statutory flexible working request arrangements that apply at any time, this Policy shall be deemed to be amended, as necessary, to comply with legislative requirements.

No one will be subjected to a detriment for exercising their right to request flexible working in accordance with this Policy.

Des Williams