

Flexible Working Policy [R7M-HR-POL-008 Rev CO 20240306]

Red7Marine recognizes the importance of promoting a healthy work-life balance and acknowledges the benefits of flexible working arrangements for both employees and the organization. This policy outlines the guidelines and procedures for requesting and implementing flexible working arrangements.

Eligibility

All employees have a day one right to request flexible working arrangements.

Types of Flexible Working Arrangements

Employees may request one or more of the following flexible working arrangements:

- Flexible Working Hours: Employees can propose adjustments to their start and finish times.
- Part-Time Work: Employees can request reduced working hours.
- Job Sharing: Two employees can share the responsibilities of one full-time position.
- Telecommuting/Remote Work: Employees may request to work from a location other than the office.
- Compressed Workweek: Employees can propose compressing their standard working hours into fewer days.

Requesting Flexible Working Arrangements

Employees must submit a written request to their line manager, including the following details:

- The type of flexible working arrangement requested.
- The desired start date.

Consultation Requirement

- We will consult with the employee before rejecting a flexible working request. This aims to encourage open communication and collaboration between the employer and employees in finding flexible working solutions that suit both parties.

Frequency of Flexible Working Requests

- Employees can make up to two flexible working requests in any 12-month period.

Response time

We will respond to flexible working requests within two months.

Grounds for Refusal

Statutory grounds for refusing a flexible working request include:

- The burden of additional costs
- Detrimental effect on the ability to meet customer demand
- Inability to reorganize work among existing staff
- Inability to recruit additional staff

- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the proposed working periods

Appeals Process

Employees have the right to appeal against the decision. Appeals should be made in writing to their Manager within 14 days of receiving the decision. The appeal will be heard within 14 days of receiving the written appeal.

A handwritten signature in black ink, appearing to read "Kristen Branford", is written over a red digital stamp. The stamp contains the name "Kristen Branford" and the date "20240306" in red text.

Kristen Branford
20240306

Signed:

Position in Company: Managing Director

Date: 20240306