

SISU Flexible Working Policy

****1. Introduction****

At SISU, we recognize that flexible working arrangements are key to fostering a diverse, inclusive, and equitable workplace. By providing flexible work options, we aim to support the well-being of our employees, enhance productivity, and attract and retain top talent.

****2. Purpose****

The purpose of this policy is to:

- Provide clear guidelines on flexible working arrangements.
- Ensure equity and inclusion in access to flexible work options.
- Support the well-being and work-life balance of our employees.

****3. Scope****

This policy applies to all employees of SISU, including full-time, part-time, and temporary staff.

****4. Types of Flexible Working Arrangements****

- ****Remote Working****: Employees can work from locations outside the office, either on a full-time or part-time basis, subject to role requirements and manager approval.
- ****Flexible Hours****: Employees can vary their start and finish times, within core business hours, to accommodate personal commitments.
- ****Compressed Workweeks****: Employees can work their standard hours over fewer days, such as a four-day workweek.
- ****Job Sharing****: Two employees can share the responsibilities and hours of one full-time position.
- ****Part-Time Work****: Employees can work fewer hours than the standard full-time hours.

****5. Application Process****

- ****Request Submission****: Employees wishing to request flexible working arrangements should submit a written application to their manager outlining the type of arrangement desired and how it will meet both their needs and the needs of SISU.
- ****Review and Approval****: Managers will review requests based on the nature of the role, team needs, and individual circumstances. Decisions will be communicated in a timely manner.
- ****Trial Period****: Approved flexible working arrangements may be subject to a trial period to assess their effectiveness for both the employee and the organization.

****6. Equity and Inclusion****

- **Fair Access**: All employees have the right to request flexible working arrangements. Requests will be considered fairly and without bias.
- **Non-Discrimination**: Decisions regarding flexible working arrangements will be based on the role's requirements and the employee's performance, without discrimination based on race, gender, age, disability, or any other protected characteristic.
- **Inclusivity**: We strive to create an inclusive environment where all employees feel supported in balancing their work and personal lives.

7. Well-being

- **Work-Life Balance**: Flexible working arrangements are designed to help employees manage their work and personal commitments, reducing stress and enhancing overall well-being.
- **Support**: Employees are encouraged to discuss their well-being needs with their managers. Support resources, including Employee Assistance Programs (EAPs), are available to all employees.
- **Monitoring**: Managers will regularly check in with employees to ensure that flexible working arrangements are meeting their well-being needs and making any necessary adjustments.

8. Responsibilities

- **Employees**: Employees are responsible for maintaining communication with their managers, meeting performance expectations, and adhering to agreed-upon flexible working arrangements.
- **Managers**: Managers are responsible for considering flexible working requests fairly, supporting their teams, and ensuring that business needs are met.
- **HR Department**: The HR department is responsible for providing guidance on this policy, supporting managers and employees, and ensuring compliance with legal requirements.

9. Legal Compliance

SISU complies with all relevant local, state, and federal laws regarding flexible working arrangements and employee rights.

10. Continuous Improvement

- **Regular Reviews**: This policy will be reviewed regularly to ensure it remains effective and aligned with employee needs and business objectives.
- **Feedback**: We welcome feedback from employees to continually improve our flexible working initiatives.

11. Conclusion



SISU is committed to creating a workplace where flexibility, equity, and inclusion are prioritized. By supporting diverse working arrangements, we aim to enhance employee well-being and foster a thriving organizational culture.

****Contact Information****

For questions or further information about this policy, please contact the HR department at [HR contact details].

This flexible working policy underscores SISU's dedication to fostering an inclusive, supportive, and productive work environment that values the well-being of all employees.