

Flexible Work Policy

Effective date	1 April 2020	Policy owner	Chief Executive
Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
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Purpose

NZIST is committed to being a supportive workplace and one aspect of this is giving careful consideration to requests for flexible work arrangements. Flexible working arrangements can be beneficial by allowing you to effectively manage multiple responsibilities and promote your work/life balance.

Scope

This policy applies to all NZIST employees and relates to flexible working requests which are not related to family violence. For short-term flexible working requests related to family violence, please refer to the Family Violence Policy.

Principles and Expectations

All employees may submit a request for flexible working. Flexible working arrangements may be implemented by mutual agreement between you and your manager. All requests will be dealt with as soon as possible but not later than one month after receiving the request.

All flexible work requests will be given careful and fair consideration.

Below are some key principles for managing flexible working arrangements successfully:

- Flexible working arrangements need to work for your manager, the team, and you as an employee - arrangements that don't work for all three may not be sustainable in the long term.
- Communicate - flexibility works well if there is good communication.
- Keep it open - often it is useful to start with a trial of the flexible arrangements that can be extended, adapted, or halted, depending on how well it works.
- Hold regular reviews to ensure the arrangement continues to work for everyone.

Examples of Flexible Working

Flexible working arrangements include, but are not limited to:

- Part-time work.
- Changes to hours.
- Flexi-time.
- Job sharing and rotations.

Delegations

All Managers are empowered to approve flexible working arrangement.