

## Purpose

WSP wants all of its employees to have a healthy work/life balance. To achieve this, WSP promotes flexible work options and asks managers and employees to collaborate to balance the needs of the organisation and the individual.

## Scope

This procedure establishes a framework for flexible work requests to be raised and considered and if approved, how they should be managed contractually and operationally. This is to ensure legislative compliance and to enhance the viability of such arrangements for both the organisation and the employee.

## COMPANY POSITION

### Eligibility

All permanent employees at WSP has the right to request flexible work arrangements. In addition, legislation provides a specific entitlement for the following categories of employees:

#### Australia

- Under the *Fair Work Act*, an employee who is a parent, or has responsibility for the care of a child may request a chance in their working arrangements to assist them to care for the child if the child is:
  - Under school age (i.e. the age at which the child is required by the applicable State or Territory law to start attending school) or
  - Under 18 and has a disability.
- Employees are entitled to make the request after completing at least 12 months of continuous service with WSP immediately before making the request.
- Casual employees are entitled to make a request if:
  - They have been employed by WSP on a regular and systematic basis for at least 12 months immediately before making the request; and
  - They have a reasonable expectation of continued employment with WSP on a regular and systematic basis.

#### New Zealand

- Under Part 6AA of the *Employment Relations Act (Flexible Working Arrangements) Amendment Act 2007*, any employee who has the care of another person can make a request for flexible working arrangements to help care for that person. 'Care' can include but is not limited to, caring for:
  - Children (either your own or others)
  - Adults (e.g. elderly parents or others)
  - Whānau or ainga (meaning extended family in Māori)
  - Friends
  - Neighbours

In these circumstances, the request must:

- be in writing
- set out the details of the change sought and the reasons for the change.

In all circumstances, WSP will give the employee a written response to the request within 21 days, confirming approval or otherwise.

In accordance with legislative requirements, WSP will give serious consideration to such an application and will only decline the request if there are reasonable business grounds for doing so.

## PROCEDURE

- Flexible work arrangements represent agreed changes to an employee's normal employment arrangements and provisions and are, therefore, agreed changes to the employment contract. Accordingly, a formal, written agreement will be required in each instance.
- Details of the flexible work options available are described in our "Whole of Life" booklet and may include (but are not limited to) a variation of working hours, working patterns or location of work.
- Relevant legislation and industrial requirements relating to flexible work, family practices and equal employment opportunity will be followed.
- When requesting flexible working arrangements, employees should complete a [Request for Flexible Working Application Form](#) and submit to their manager for consideration.

*Employees are entitled to make the request after completing at least 6 months of continuous service with WSP immediately before making the request. Employees can only make one request under Part 6AA every 12 months.*