



**Corporate Workplace
Policy (Standard)
Flexible Work
Arrangement - Australia**

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1.0 PURPOSE

The purpose of this policy is to provide supporting information for employees and managers/supervisors in Australia;

- the right of certain employees to request access to flexible working arrangements, and
- the responsibilities of the Company to consider their request in accordance with the provisions of the Fair Work Act, 2009 (as amended).

2.0 SCOPE

This applies to all Galaxy full time and part-time employees in Australia.

3.0 DEFINITIONS

Flexible Work Arrangement	An arrangement agreed by the employer and employee that allows an employee to access altered working arrangements specifically to meet their personal needs, balanced with needs of the organisation.
Home-Based Work	Employee performs most work responsibilities from home

4.0 RESPONSIBILITIES

4.1 Managers & Supervisors

- Considering each employee application in conjunction with this policy and relevant legislation e.g. Fair Work Act 2009 in deciding if a request can be accommodated and the terms of any arrangement
- Ensuring Flexible Working Arrangements are in line with this policy
- Providing the necessary resources and equipment to facilitate flexible working arrangements within the context of this policy
- Evaluating the outcomes of Flexible Working Arrangements and looking for improvements.

4.2 Employees

- Identifying personal needs and possible solutions and being realistic about what is possible.
- Ensuring the physical security of Company information and assets at all times when outside of Company premises.
- Taking responsibility for delivering their own workload as agreed with their manager/supervisor.
- Reporting any workplace incidents, injuries or illnesses that occur whilst undertaking flexible working arrangements.
- Reporting any potential hazards that may exist in a Home-Based Work arrangement environment as it changes from time to time.
- Reviewing and modifying arrangements as their personal circumstances or operational requirements change from time to time.

4.3 HR

- All managers, supervisors and employees are aware of their obligations and responsibilities in relation to requests for and managing flexible work arrangements.

5.0 FLEXIBLE WORK ARRANGEMENTS

The Company recognises that flexible working arrangements may assist staff members to balance their work, personal and family needs, including meeting competing commitments. Further, certain employees have the right to request flexible working arrangements and the Company is obliged to consider each request on its merit and respond formally within 21 days. Whilst flexible working arrangements are intended to accommodate employees' needs, employees are also expected to organise their time on a 'give-and-take' basis to ensure the proper and efficient operations of the Company.

The Company may – subject to this policy and applicable Australian legislation – agree to allow an employee to change their conditions of employment to accommodate the employee's personal circumstances in particular situations.

An eligible employee (see below) may request that the Company agree to flexible work arrangements because they are in one or more of the following circumstances:

- they are a parent;
- they are responsible for the care of a child who is of school age or younger;
- they have a disability;
- they are 55 years or older;
- they are experiencing family violence;
- they are a carer;
- they are providing care or support to a member of their immediate family or household because they are experiencing violence from a family member.

The changes in working arrangements must relate to changes that would assist an employee to care for that person.

Flexible work arrangements include arrangements in relation to:

- patterns of work hours, e.g. working part-time;
- number of work hours, e.g. flexible start and finish times;
- staggered return to work after parental leave, e.g. returning part-time and building up to full-time;
- unpaid leave arrangements;
- scheduling of staff meetings;
- limitations on work travel;
- working from home; and
- job-sharing.

Changing work arrangements may be for a fixed or indefinite period of time.

5.1 ELIGIBILITY

To be an 'eligible employee', i.e. able to make a request for flexible work arrangements, an employee must:

- have been employed for at least 12 months;
- make a request in writing to the Company in which the employee:
 - sets out the proposed change; and
 - sets out the reasons for the proposed change.

Requests for flexible work arrangements should be made to the employee's manager or supervisor and the manager or supervisor will liaise with the HR Manager to manage the request and response for flexible work arrangements.

5.2 PROCESS

Once an Eligible Employee has made a request in writing for flexible work arrangements, the Company will:

- arrange a meeting between the employee and their manager to discuss the request and
- provide the employee with a written response within 21 days stating whether the Company will grant or refuse the employee's request. This should include a period for a trial period as described below.

The Company will only refuse an eligible employee's request on reasonable business grounds.

In making its decision, the Company will take into account the following circumstances:

- the nature of the employee's work circumstances;
- the nature and cost of implementing the proposed arrangements;
- the financial circumstances of the Company at the time of the request;

- the nature and size of the Company's business and its operational requirements;
- the effect of the proposed arrangements on the Company (not limited to the financial impacts);
- the effect of the proposed arrangement on other employees;
- the limitations imposed under applicable industrial laws, workplace health and safety laws and workers' compensation laws;
- the proposed commencement date of the arrangement and how long it is proposed to operate; and
- whether there is sufficient information provided by the employee for the employer to make a decision.

Employees should take independent advice on the effect that the granting of the request may have on their accrued entitlements and the resulting financial impacts on them.

5.3 TRIAL PERIOD OF FLEXIBLE WORK ARRANGEMENTS

Any flexible work arrangement approved under this policy should undergo a trial period of up to three (3) months to ensure the arrangements meet the Company's business requirements and the flexibility required by the employee.

If the trial is successful and flexible working arrangements are adopted, managers/supervisors must review these work arrangements with the employee on a regular basis (e.g. monthly or quarterly) to ensure:

- All deliverables are being met.
- The quality, quantity and timeliness of the work performed is to the standard required.
- The impact on other members of the work team is not detrimental to the overall performance of the team and Company.
- The operational requirements of the employee's area are being met.
- The employee is complying with the terms of the agreement.
- The flexible working arrangements is continuing to meet the needs of the employee.
- Work Health and Safety requirements continue to be met.
- Company standards and procedures are being adhered to.