



## Flexible Working Policy Statement

J Breheny Contractors Ltd recognises the contribution of all its employees and also understands that at some time in their working lives, employees may find it difficult to fulfil domestic, family and working commitments due to having caring responsibilities. Where this occurs, the organisation will always consider practical help through the flexible working policy.

The flexible working policy outlines the Company's commitment to consider flexible working arrangements for eligible employees who have caring responsibilities. No employee will be treated less favourably, suffer detriment, or be dismissed because they request flexible working or move to flexible working.

Flexible working is about reviewing employees' working patterns to see whether it is possible to implement different arrangements: any arrangements must, however, always take into account the need for the organisation to achieve its core business purpose as efficiently as is possible.

A request for flexible working can be a request to change:

- The number of hours the employee works
- The times at which the employee is required to work
- Where the employee works, usually a request to work fully or partly from home.

J Breheny Contractors Ltd will:

- Consider requests for flexible working by eligible employees who put in a written request
- Follow the correct procedure as outlined in the procedures
- Reject an application where it is considered that granting flexible working would be detrimental to the business needs of the organisation

Employees should be aware that if they request and are granted flexible working, this can at the discretion of J Breheny Contractors Ltd represent a permanent variation to their contract of employment. In certain circumstances, the Company may agree to the change on a trial basis. If an employee's circumstances subsequently change in relation to the need for flexible working, there is no statutory right for a return to the terms and conditions that applied to them prior to flexible working being granted.

For an employee to be eligible to make a request for flexible working, they must satisfy the relevant conditions as laid out in the Company's Flexible Working Procedure. These same procedures should be consulted for the correct process of making a request.

Where a request for flexible working is refused, the employee will be granted the right of appeal.

This Policy is to be reviewed no later than 31<sup>st</sup> December 2012.

A handwritten signature in blue ink that reads "J.N.E. Breheny". The signature is written in a cursive style with a large, looping final flourish.

**John Breheny – Chairman**  
**1 January 2012**