



Flexibility Policy

This Flexibility Policy applies to all Employees of the business.

The objective of the policy is to promote a positive and inclusive workplace culture that supports the diverse needs of our employees.

The requirement is for all staff to comply with Flexibility Policy.

Procedures (not required)

Purpose

The purpose of this policy is to create a supportive and adaptable work environment for all employees at Sydney Drafting Concepts and Designs in Australia. We recognise the importance of work-life balance, diverse needs, and the evolving nature of work, and are committed to providing flexible working arrangements where feasible. This policy outlines our objectives and requirements for fostering flexibility within our organisation.

Objective

The objectives of this policy are:

- To promote a positive and inclusive workplace culture that supports the diverse needs of our employees.
- To enhance work-life balance, well-being, and job satisfaction for all employees.
- To attract and retain top talent by offering innovative and competitive work arrangements.
- To increase productivity and efficiency by facilitating optimal working conditions for employees.
- To comply with all relevant Australian legislation and regulations, including the *Fair Work Act 2009* and the National Employment Standards.

Policy Requirements

To implement this Flexibility Policy, Sydney Drafting Concepts and Designs will adhere to the following requirements:

- **Flexible Work Arrangements:**
Sydney Drafting Concepts and Designs will consider requests for flexible work arrangements, including but not limited to part-time work, job sharing, flexible start and finish times, compressed work weeks, remote work, and annualized hours. All requests will be evaluated on a case-by-case basis, considering both the employee's needs and the operational requirements of the business.
- **Request Process:**
Employees seeking a flexible work arrangement must submit a written request to their supervisor, outlining the proposed arrangement, the reasons for the request, and any potential impacts on their role and team. Supervisors must respond to requests within 14 days and engage in a genuine discussion to reach an agreement that meets the needs of both the employee and the company.
- **Review and Adjustment:**
All flexible work arrangements will be subject to a review period, typically three to six months, to assess the effectiveness of the arrangement and make any necessary adjustments. Both the employee and the supervisor may request a review at any time if circumstances change.

- **Compliance** **and** **Reporting:**
Sydney Drafting Concepts and Designs will maintain accurate records of all flexible work arrangements, including any agreed-upon changes or reviews, in compliance with relevant legislation. We will also monitor and report on the implementation and outcomes of this Flexibility Policy to ensure continuous improvement.
- **Training** **and** **Communication:**
Sydney Drafting Concepts and Designs will provide training and resources for employees and supervisors to support the effective implementation of this Flexibility Policy. We will also communicate the policy throughout the organization and include it in our employee handbook and onboarding process.

By adopting this Flexibility Policy, Sydney Drafting Concepts and Designs demonstrates our commitment to creating a flexible and inclusive work environment that supports the well-being and success of all employees

The Director is responsible for communicating the Flexibility Policy to all persons working for or on behalf of the organisation and making it available to interested parties.