

FLEXIBLE WORKING POLICY

1. Why do we have a flexible working arrangements policy?

- (a) District 360 Pty Ltd understands that some employees may wish to work flexibly to help balance their personal needs while also meeting business requirements.
- (b) This policy sets out how District 360 Pty Ltd handles requests for flexible working arrangements.

2. Does this policy apply to you?

- (a) You are eligible to request a flexible working arrangement if you have been employed by us:
 - (i) On a full-time basis
 - (ii) On a part-time basis
- (b) You may also be eligible to make a request for a flexible working arrangement under section 65 of the Fair Work Act 2009 (Cth) or under an applicable industrial instrument.
- (c) District 360 Pty Ltd will review your request and we may accept it as proposed or amended as agreed, or your request may be declined, including on reasonable business grounds.

3. What is a flexible working arrangement?

- (a) Flexibility can take many forms, depending on your needs and the needs of the business.
- (b) Flexibility can be informal or irregular. For example, you may wish to use different types of leave to facilitate a personal responsibility, occasional changes to working times for visits by tradespeople or to attend school events or to attend a sporting or leisure event. This type of flexibility is arranged with your line manager and is not dealt with under this policy.
- (c) This policy deals with formal and regular arrangements and may include (but is not limited to) these types of arrangements:
 - (i) reducing or varying your working hours (eg, a request to work fewer hours per week);
 - (ii) reducing or varying the times you are required to work (eg, to work on different days, or to start earlier or later in the day);
 - (iii) working at a place other than your usual workplace or at another of our

business locations, for some or all of your working time.

(A) If your request is to work from home, please refer to the District 360 Pty Ltd's Home Working Policy.

- (d) Other examples of flexibility could include:
- (i) flexi-time;
 - (ii) compressed working hours (ie, you work 5 days over 4);
 - (iii) time in lieu;
 - (iv) job-sharing;
 - (v) additional purchased leave;
 - (vi) taking a rostered day off as 2 half days;
 - (vii) transitioning gradual increases or decreases in hours (eg, after parental leave or when transitioning to retirement); or
 - (viii) using unpaid leave.

4. Your role and working flexibly

- (a) You are encouraged to be realistic about your proposed flexible working arrangement.
- (b) You should think about your personal needs but must recognise that while the arrangement suits you, it also needs to suit the needs of your colleagues and our business.
- (c) Any arrangement must also be safe for you and others in the workplace.

5. Making a flexible working request

- (a) Your first step before making a formal written request for a flexible working arrangement is to speak with Direct Manager and CEO to explain what you are seeking to do and why. This will provide the opportunity for you and Direct Manager and CEO to work together to explore the options.
- (b) You must then formalise your request by writing to Direct Manager and CEO. Your request must include, at minimum, the following information:
 - (i) provide details of the proposed flexible working arrangement and the date on which you want the change to become effective;
 - (ii) details about the duration of the proposed flexible working arrangement;
 - (iii) set out the reasons for the requested change;

- (c) It is helpful to give Direct Manager and CEO and us as much information and detail as possible about your current working pattern, the flexible working changes you are requesting and why.

6. Considering your request for a flexible working arrangement

- (a) We will consider your request carefully, looking at the benefits of the requested changes for you and us and weighing these against any adverse business impact of implementing the changes.
- (b) Where necessary, or when required to by section 65 of the Fair Work Act 2009 (Cth), we will organise a further consultation with you about your flexible working request. The meeting may be to discuss alternative or modified arrangements to accommodate your circumstances, or to provide reasons for rejection.
- (c) We will provide you with a written response within 7 working days of receiving your written request.

7. Approving your request

- (a) If we approve your request, we will write to you to confirm:
 - (i) the new flexible working pattern;
 - (ii) its duration (ie, it may be an ongoing arrangement or for a fixed period);
 - (iii) whether there will be a trial period;
 - (iv) ongoing monitoring and review arrangements; and
 - (v) any other steps that will be required by us.

8. Refusing your request

- (a) We may refuse your request for a flexible working arrangement, including on reasonable business grounds. If we refuse your request, we will provide you with the reasons for that decision.
- (b) We may refuse your request for any of these reasons (or for another business reason):
 - (i) safety concerns;
 - (ii) the burden of additional costs;
 - (iii) detrimental effect on ability to meet customer demand;
 - (iv) inability to re-organise work among existing staff;
 - (v) inability to recruit additional staff;
 - (vi) detrimental impact on quality;

- (vii) detrimental impact on performance;
- (viii) insufficiency of work during the periods you propose to work;
- (ix) planned structural changes; or
- (x) other reasonable business grounds.

9. Monitoring and review

- (a) Your flexible working arrangement will be monitored and reviewed on a regular and ongoing basis.
- (b) It is expected that you will actively participate in all reviews and that you will be willing to address any concerns or difficulties, including to facilitate changes as required or agreed with us.
- (c) If we decide your flexible working arrangement is not operating effectively, we may decide to withdraw it or amend it at our discretion.
- (d) More details about monitoring and review arrangements as they apply to an individual employee will be set out in the letter referred to in section 7 of this policy.

10. Changes to this policy

- (a) This policy may be amended or withdrawn by us at our discretion and does not form part of your contract of employment.