

## Flexible Working Policy

**Scope:** This policy applies to the following AG Barr business divisions :

Barr Soft Drinks	FUNKIN Cocktails
✓	✓

**Purpose:** We are committed to supporting colleagues who require a flexible approach to working. As a business, we believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing, and improve performance and productivity. Accordingly, we will give full consideration to all requests for both informal and formal flexible working.

### 1. ELIGIBILITY TO APPLY FOR FLEXIBLE WORKING ARRANGEMENTS

This policy applies to colleagues who are directly employed by Barr Soft Drinks or FUNKIN Cocktails. It does not apply to workers, contractors, consultants or any self-employed individuals.

All colleagues have the right to request flexible working. In line with legislation, you may submit up to two flexible working requests in every 12-month period. If you have submitted a flexible working request, you must wait until that one has been considered and any appeal has been concluded before submitting another.

If you withdraw a formal request for flexible working, that request will still be considered when determining if you have made two formal requests in a 12-month period. In certain circumstances, a formal request will be treated as withdrawn. This will occur if you fail to attend a meeting and a re-arranged meeting, or an appeal meeting and a re-arranged appeal meeting, without good cause.

### 2. TYPES OF FLEXIBLE WORKING

We will consider requests for any type of flexible working with an open mind. Examples of flexible working include:

- hybrid working, where you would split your time between attending the workplace/office and working remotely (see below for more on our approach to hybrid working);
- part-time working;
- remote working;
- flexible hours (for example flexible start and finish times).

For some roles, it is possible to work on a hybrid basis. Where this applies, colleagues typically work 3 days per week collaborating in person with colleagues, and up to two days per week working independently, on a remote basis. Please speak with your people leader if you wish to confirm whether there are hybrid working arrangements in place for your team and, if so, what these look like.

Barr Soft Drinks' hybrid working guidelines can be found within the "Moments That Matter" document, which can be accessed via Hive. FUNKIN Cocktails colleagues should refer to their people leader.

### **2.1 Informal Flexible Working**

Informal flexible working involves working in a manner that does not alter your terms and conditions of employment. These arrangements can be one-off, temporary, or ad hoc, and are usually of a short-term nature.

### **2.3 Requesting Informal Flexible Working**

You should discuss any informal flexible working applications with your people leader. The level of flexibility that can be accommodated will differ depending on the role, team, and individual circumstances.

To ensure both you and your business division get the most from an informal arrangement, it is your responsibility to fulfil the requirements of your role, deliver on your objectives, and continue to meet the needs of your team.

All informal arrangements are subject to ongoing review and can be stopped or amended to meet business needs. Any changes to an informal agreement will be communicated to you.

## **3. FORMAL FLEXIBLE WORKING REQUESTS**

If approved, a formal flexible working request will result in there being a permanent change to your contract of employment.

### **3.1 How to Apply for Formal Flexible Working**

To make a formal flexible working request, please complete an [application for flexible working](#). You should include as much information as possible within your application.

Please include the date of the application, the change you are seeking, and when you would like this change to take effect. Please let us know if you have made an application previously, and be sure to sign and date your application.

You should discuss your intention to submit a formal application with your people leader and talk through the possible options with them. It is important that, when applying for formal flexible working, you consider your application carefully as, if approved, this will lead to changes in your terms and conditions of employment.

#### **4. THE PROCESS**

Your people leader will arrange a meeting within four weeks of receipt of your application to discuss it with you. Where appropriate, possible alternatives may also be discussed and considered. You have the right to be accompanied by a colleague or trade union representative at this meeting.

After this meeting, we will notify you of the decision in writing as soon as possible.

If your request is accepted, or where we propose an alternative to the arrangements you requested, you will be written to with details of the new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. Unless otherwise agreed (and subject to any agreed trial period) changes to your terms of employment will be permanent.

If more time is required to make a decision, for example, where we need more time to investigate how your request can be accommodated or to consult several members of staff, this will be discussed with you.

A trial period of up to 6 months may be put in place to assess the effectiveness of the arrangement and, as set out above, this will be confirmed within the letter to you. If, during the trial period, it is deemed the new arrangement is not practical for operational purposes, we will review this with you, and you may be required to revert to your original working arrangement.

In the event your application is refused (either at the initial stage or following a trial period), we will discuss the reasons with you and confirm them in writing, setting out the appeal procedure.

##### **4.1 Reasons an Application May Be Refused**

We will give full consideration to every application received. An application will be refused only where it is considered that one or more of the following grounds apply:

- The burden of additional costs
- Detrimental effect on the ability to meet business needs
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficient work during the times you propose to work
- Planned structural changes
- Such other grounds that may be introduced by future statutory provisions

#### **5. APPEALS PROCESS**

If your application for flexible working is rejected or only agreed in part, you will have the right to appeal this decision. If you wish to appeal, you must do so in writing to the appropriate people leader as named in your flexible working outcome letter, detailing the grounds on which you are appealing, within 7 working days of the date on which you received the written rejection of your request. A copy of your appeal should also be sent to HR.

The relevant appeal people leader and/or a member of the HR team will arrange a meeting with you as soon as possible after receipt of the appeal letter. You have the right to be accompanied by a willing colleague or trade union representative at this meeting.

We will notify you of the decision of your appeal as soon as possible after the appeal meeting. Where your appeal has been successful, you will be notified of the change to your contract terms and the date the changes will take effect (subject to the trial period). If the appeal is not upheld, the notice will state which of the justifiable grounds for refusal apply and the reasons for this. A decision at this stage will be final.

## **6. LIKELY TIMESCALES**

Where practical, we will endeavour to respond to your request within the timescales detailed in this document. However, there may be occasions when it is not possible to complete the consideration of your application within the expected timeframe. Where an extension of time is agreed with you, we will write to you confirming the extension and the date on which it will end.

<b>Last Reviewed :</b> June 2024	<b>Last Updated :</b> June 2024
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