

Family, Friendly Rights Policy

1. Policy Objective

At Colart, we believe in fostering a supportive and inclusive work environment that recognises the diverse needs of our employees. Our family-friendly policy aims to promote work-life balance, enhance employee well-being, and accommodate personal responsibilities. This induction outlines key aspects of our policy, including flexible working arrangements, carers' rights, and time off for dependants.

2. Flexible working

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

For example:

- compressed hours
- flexitime
- hybrid working
- part-time working
- staggered hours

These examples are considered to be the typical arrangements that employees will request. However, the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee.

3. Eligibility

All employees have the right to apply to work flexibly from day one of your employment. The request for flexibility may be in relation to varying your total hours of work, the days of work or the location of work.

For the avoidance of doubt, this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

The request must be made to your line manager in writing specifying:

- the type of flexible terms desired;
- the proposed start date;
- whether you have made any previous flexible working requests.

Your line manager will meet with you to discuss your request as soon as possible. You may be accompanied at this meeting by a colleague of your choice. They will be entitled to speak and to confer with you, but they cannot speak on your behalf.

Colart will respond in writing with its decision following this meeting within two months of receiving this request and, if the decision is accepted, confirming the new working arrangements and the date on which your request will commence. Unless otherwise agreed, any changes made as a result of a flexible working request will be permanent.

All requests will be considered seriously and will not be refused unless there are clear business grounds making the request unworkable. We may reject your request for one or more of the following business reasons:

- the burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods that you propose to work; or planned changes.

If your request has not been accepted, you may appeal in writing within 14 days of receiving our written decision. Your appeal must be dated and must set out the grounds on which you are appealing. We will hold a meeting with you to discuss your appeal, following which we will tell you in writing of our final decision including reasons within two months. There is no further right of appeal.

For the avoidance of doubt, you may only make two flexible working requests in any 12-month period (beginning with the date on which you made your last request).

4. Time Off for Dependants

As an employee (regardless of your length of service with Colart) you are entitled to take a reasonable amount of unpaid time off work to deal with an emergency or unexpected situation involving a dependant.

For the avoidance of doubt, this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

The following list gives non-exhaustive examples of the types of emergency situations that may occur:

- A dependant falls ill, is injured or assaulted, or gives birth
- Childcare or other care arrangements break down, for example, if the childminder or nurse does not turn up
- The consequences of the death of a dependant, for example to deal with funeral arrangements

- A child is involved in a serious accident at school or during school hours, for example if a child has been involved in a fight or is distressed.

If an emergency occurs, you should notify your line manager as soon as reasonably practicable of the reason for your absence and its likely duration. The amount of time off should be reasonable depending on the circumstances of the case and should be sufficient to deal with the immediate problem and to arrange alternative longer-term care, if necessary. Contact with your line manager should be regular, and you should advise your line manager of any changes in circumstances.

If you fail to notify us as set out in this policy, you may be subject to disciplinary action for taking unauthorised time off.

It is important to note that the time off is not available to provide the actual care. There is no set limit on the amount of time which employees should take off, and Colart will always consider each set of circumstances on their facts. However, in most cases, whatever the problem, one or two days will be the most that is needed.

No-one who takes time off in accordance with this policy will be subjected to any detriment.

5. Carer's Rights

Carer's Leave is a statutory entitlement which is available to all employees regardless of length of service with the company, you are entitled to take unpaid carer's leave to give or arrange care for a dependant with a long-term care need.

For avoidance of doubt, this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

The following list gives non-exhaustive examples of the types of dependants' situations that may occur:

- a physical or mental illness or injury that means they're expected to need care for more than 3 months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age

The dependant does not need to be a family member, it can be anyone who relies on you to care for them.

You are entitled to take up to 1weeks' unpaid carer's leave every 12 months. A week means the length of time you usually work over 7 days. All Carer's Leave request can be given either verbally or written with a minimum of three days' notice or at least twice the amount of notice than the period of leave requested. Requests can be in consecutive days or non-consecutive days including full days.

There may be times when we can't accommodate your leave request but can ask you to postpone a request if we believe your absence would cause serious disruption to the organisation. In the event of a delay to your cares' leave request another date will be agreed within a month of the requested date for the leave and this will be put in writing within 7 days of the original request and before the start date of the leave.

6. Bereavement Leave

Should you sadly lose a member of your close family, you will be eligible for three day's paid leave to attend the funeral. Family members that this applies to include:-

- Parents/Parents in law
- Spouse
- Children
- Sibling/Sibling in law
- Nieces/Nephews
- Grandparents/ Grandchildren
- Common law partner
- Parents' Siblings