

Flexible Working policy

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1. Introduction

Animikii Theatre acknowledges the importance to artists and collaborators of achieving balance between work, family and other life commitments.

This flexible working policy gives eligible artists and collaborators an opportunity to request a change to the way they work. We will seek to facilitate such requests unless there are exceptional circumstances which prevent it.



2. Why this policy is important

We recognise that every member of our team will have unique circumstances and needs and through this policy, we will aim to be supportive of each member of our team.

Facilitating a good work-life balance and ensuring our people are engaged will ensure that we also operate as an efficient and productive organisation. It is important that as an organisation, we can deliver on our promises and therefore this policy aims to ensure we meet the needs of both our people and our customers.

3. Who this policy is for

This policy applies to all artists and collaborators directly employed by Animikii Theatre. We will also endeavour to support flexible working with any temporary, contractor or supply chain colleagues.

4. Who is responsible for what

It is the responsibility of all colleagues to be aware of, and follow, the guidance provided by this policy.

It is the responsibility of managers to apply this policy in line with consideration for other relevant policies.

It is the responsibility of the board to keep this policy up to date and promote consistent application across the organisation.

5. Who is eligible?

All artists and collaborators are entitled to make a request for flexible working through either the formal or informal process. Please note that the formal process will usually result in a change in terms and conditions.

6. What is flexible working?

There are a wide range of flexible working options which include but are not limited to

- Hours of work

- Start / end / break times
- Where an employee works (for example their home or another site)
- Sabbatical leave (i.e. taking unpaid time off over and above annual leave entitlement for a specific purpose).
- Job shares
- Flexi-time
- Reduced working hours

We will aim to accommodate a wide variety of flexible working options.

7. Making an informal request

- Many requests for flexible working can be handled and agreed informally. It is a good idea for artists and collaborators to initially raise flexible working requests informally with their manager. Typically, an informal flexible working change agreed will be non-contractual.
- Colleagues who wish to make an informal request for flexible working should make the request to their manager, who will consider such a request according to team and customer requirements.
- In making their request an artists or collaborator should:
 - Provide as much information as possible about their current and desired working pattern, including working days, hours and start and finish times
 - Explain what effect, if any, the changes requested will have on what they do
- The manager should request that the artist or collaborator provides as much information as possible about their request and will advise them what steps will be taken to consider their request.
- It is good practice for the manager to invite them to attend a meeting to discuss their request, before giving it consideration and advising them of the outcome. The final decision will be at the manager's discretion. In the event that the manager agrees to the informal flexible working request this should be documented by the manager either by letter or email.

8. Making a formal request

Please note, if a formal flexible working request is agreed it will result in a permanent contractual change.

Employees/workers should submit their request to their manager including information on

- The reason for their request.
- Detail of their current and desired working pattern, including working days, hours and start and finish times
- Explain what effect, if any, the changes they have requested will have on their role and team

Their manager will then consider how to



accommodate the changes and should discuss any options with their artist or collaborator

Once agreement is reached, the artist or collaborator will receive an update to their contract of employment confirming the changes.

There may be circumstances where, due to practical reasons, the manager is unable to agree to a request. In these circumstances, the manager will confirm in writing to them explaining why the request cannot be agreed.

9. Appealing the decision

If an artist's/collaborator's formal flexible working request is rejected, they can appeal the decision. This must be in writing and dated and must set out the grounds for their appeal. The appeal letter should be sent to the chairman of the board.

At the meeting they will be given the opportunity to explain the reasons why they believe the original decision should be reviewed. The appeal hearing manager will also seek explanation from the manager who made the original decision in order to understand the different perspectives and facts of the case.

The artist or collaborator will be informed in writing of the decision of the appeal normally within 14 calendar days of the date of the appeal meeting.

10. Other policies you may find useful

- Diversity & Inclusion Policy

Animikii Theatre Performance & Training Ltd

Website www.animikiitheatre.com

Email info@animikiitheatre.com