

Flexible Work Policy

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Purpose

Flexibility in the workplace allows employers and employees to agree to arrangements around working conditions that suit all parties. Such arrangements help employees balance a variety of responsibilities in and outside work, and can help employers improve the productivity and efficiency of their business.

Flexible Working is widely understood to increase efficiency and diversity in workplace culture, increase job satisfaction and improve overall well-being.

This policy aims to provide all GSA team members with a framework for considering and discussing options of working flexibly whilst recognising and respecting the operational and business needs of GSA.

Scope

The Flexible Working Policy applies to all employees of GSA, including permanent, fixed term and casual employees. The policy also applies to contractors and consultants.

GSA is open to discussing flexible work approaches with any employee for any role, whilst balancing the needs and preferences of the employee with those of the overall business to ensure continuing business viability and growth.

What is Flexible Working?

Flexible Working includes a variety of ‘mechanisms’ – both formal and informal – that represent a variation to what might be considered standard or traditional working arrangements.

Flexible working at GSA may encompass informal flexibility and contractual arrangements. Examples of each of these types of flexibility are below. The examples are not all-encompassing and GSA is open to discussing additional examples at the employee’s suggestion.

Informal Flexibility	Contractual Arrangements
• Flexible start and/or finish times • Working remotely for a certain number of days per week • Working remotely in between client appointments	• Change in work days (part-time employees) • Change from Full-time to Part-time employment (or vice versa) • Compressed workweek • Permanent working from home arrangement

Principles underpinning the success of Flexible Working

These principles provide a framework to assist GSA employees (including managers in having conversations with about working flexibly. They recognise that a variety of types of flexible working exist and that each individual is unique in terms of preferences and needs. They also recognise that GSA is a business that requires output in order to meet the needs of our various clients and stakeholders. Ultimately, the key to any successful working arrangement will be a commitment to these principles and to mutually beneficial outcomes for the employee and for GSA.

Contribution

GSA’s flexible way of working always supports the delivery of excellent service for our clients and communities and enables our people to perform their roles to a high



standard. Every employee has personal responsibility to be a member of the GSA community and contribute to the workplace culture and organisational output of GSA.

Collaboration

To be successful, flexible working arrangement must balance the needs of individual employees, their colleagues and the broader GSA business and operational requirements. Collaboration is key to ensuring open dialogue about how teams can best work together while considering Flexible Work needs. Flexible Work must not negatively impact another employee or GSA's business requirements and deliverables.

Communication

Open and transparent communication regarding flexible work arrangements (including changes) is key to their success. Developing and consistently using a common communication approach with those you work with is essential. Periodic review and mutual feedback around arrangements will be key, with refinements made as needed to ensure the arrangement is an ongoing success.

Health, Safety and Wellbeing

At the core of Flexible Work is the health, safety, and wellbeing of GSA's employees. All employees must ensure that they work closely with their supervisor and colleagues to mitigate risk and ensure a safe and secure working environment in all spaces.

Trust

Flexible Working represents a "two-way" commitment and a high level of trust between employees and GSA. Employees are able to enjoy ways of working that suit them whilst trusting that they will not be disadvantaged because of working flexibly, whilst GSA can trust that the employee has GSA's best interests at heart, will perform their roles and responsibilities to the best of their ability and will continue to adhere to GSA's policies and procedures regardless of their working arrangements.

Privacy

Including in the application and facilitation of Flexible Work, all employees of GSA are entitled to have their privacy respected and must comply with relevant privacy laws.