

Yorkshire Building Society

Flexible Working Policy Statement

Introduction

YBS is committed to attracting and retaining great people to work in our business - we believe our colleagues are our most valuable asset. We recognise the importance of helping our colleagues to balance their work and home life by offering flexible working arrangements and the potential benefits include increasing our colleague retention levels, reducing absenteeism, attracting new talent, promoting work-life balance and reducing stress.

Flexible Working explained

Flexible working arrangements can be informal or formal, temporary or permanent. Employees of YBS are able to request a formal change to their working pattern irrespective of how long they have been with the Society.

Our colleague and manager guides consider the options available for flexible working, but we recognise there may be alternatives, and that the working pattern that may suit a particular colleague could be unique to them, involving a combination of options. It is the responsibility of both line managers and colleagues to work together to consider, assess and evaluate any potential business implications of implementing flexible working arrangements.

Our approach when a flexible working request is made

Not all flexible working options will be suitable for each area of our business; we need to ensure our customer needs are met, and our changing business needs accommodated. We are committed, however, to ensuring that there are no arbitrary barriers. All colleague requests will be considered for flexible working regardless of their age, sex, sexual orientation, race or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. However, there is no automatic right to a change - each application will be considered on its own merits, understanding the particular work involved and any detrimental effect the change could have on individual(s), team(s) or business performance.

Decisions in relation to requests for flexible working need to be made in accordance with the applicable legal framework, which currently includes the Equality Act 2010 and ACAS best practice.

Where an instance of flexible working is proposed, consideration will be given to the 8 statutory criteria when reviewing a request. The statutory reasons are identified in our Manager and Colleague guides.

Our agreement to a colleague's request (whether within the same team or department or elsewhere in the business), will not set a precedent or create a right for another colleague to be granted the same or a similar change to their working pattern.

How to make a flexible working request

Colleagues who wish to request flexible working should submit a Formal Flexible Working Request Form to HR through HR Connect. Colleagues should refer to our Colleague and/or Manager guide (as applicable) within our 'Finding the Balance' initiative for the full procedure and our guidance on how to make an informal and formal request and how to manage it.

How YBS supports this policy statement

YBS will provide support and guidance for both managers and colleagues on how best to implement and manage flexible working arrangements and relationships.

YBS will provide managers with coaching and guidance on how to consider requests for flexible working arrangements through our HR Case management team.

YBS will recognise and embrace the importance and value of work-life balance through our communications and messaging.

You can find our flexible working process map, colleague guide to flexible working and manager guide to flexible working through our Finding the balance intranet hub.

Data Protection

When managing an employee's maternity leave and pay, the organisation processes personal data collected in accordance with its Information Management Policy. Inappropriate access or disclosure of colleague data should be reported and it may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.