



Flexible Working Policy

Introduction

We believe our people are our most valuable asset and Metaverse VR (MVR) is committed to attracting and retaining the very best talent. We recognise the importance of helping you to balance your work commitments with other priorities by offering flexible working arrangements. We also recognise our resource levels need to remain aligned with the needs of the organisation at all times.

While MVR is committed to providing the widest possible range of working patterns for its employees, and will always take your personal circumstances into account, you need to be realistic and recognise the full range of flexible working options will not be appropriate for all roles.

When a flexible working request is received, your line manager will need to consider the implications of your request. The criteria they look at could include, but are not limited to the following:

- the cost of the proposed arrangement
- the effect of the proposed arrangement on your colleagues
- the level of line management support you require
- the structure of the team and how it is resourced
- an analysis of the tasks specific to your role, including frequency and duration
- an analysis of workload associated with your role.

Eligibility to make a Request

You have the right to make a request for flexible working from your first day of employment. You are only able to make two requests for flexible working in a rolling 12 month period.

Requests for flexible working will be considered regardless of your age, sex, sexual orientation, race, religion or belief, disability, marital status, pregnancy or maternity.

Scope of a Request

Eligible employees can request flexible working arrangements, including but not limited to the following:

- job share
- part time working
- term time working
- swapping hours

Any agreement to a flexible working request will take effect as a permanent variation to your terms and conditions, unless you agree with your line manager for it to be a temporary variation.

Applying for Flexible Working

Your application should:

- be in writing and say it is an application for flexible working under the statutory right to make a request
- confirm whether you have made a previous application for flexible working under this procedure and, if so, when
- outline the changes you would like to be accommodated and when you would like the changes to come into effect

- explain the effect you think the change will have on your colleagues and explain how any adverse impact could be handled
- be signed and dated.

Please make it clear if your application is pursuant to a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010.

Procedure for Handling an Application

Your line manager will arrange to discuss your application within 2 months of receiving it. During the meeting you should be open to exploring alternatives and be prepared to compromise to ensure the new arrangement meets business requirements. You will be informed in writing of the meeting outcome, and where a decision has been reached, the letter will confirm the agreed changes and when they will come into effect.

If there are reasonable grounds to refuse your application and no compromise can be reached, you will be advised in writing why your application has been declined. You may decide you wish to appeal against the decision, in which case you need to set out the grounds of your appeal in writing and give this to your line manager's manager.

The senior manager will discuss the appeal with you as soon as possible after receiving your appeal letter. You will be informed in writing of the outcome of the meeting and where a decision has been reached, this will confirm the agreed changes and when they will come into effect.

If there are reasonable grounds to refuse your application and no compromise can be reached, you will be advised in writing why your application has been declined. There is no further right of appeal after this meeting.

Refusal of an Application

If your application for flexible working is declined, you will be informed in writing giving the reason(s) why. All of the following are statutory reasons why your request cannot be accommodated:

- the burden of additional cost on the organisation
- a detrimental effect on the organisation's ability to meet customer demand
- an inability to re-organise work among colleagues
- an inability to recruit additional employees
- a detrimental effect on quality
- a detrimental effect on performance
- insufficient levels of work during the periods of proposed work
- a planned structural change.

Withdrawal of Application

You can withdraw your flexible working application at any stage before agreement. In this instance, please write to your line manager confirming you wish to withdraw your application.

If you fail to attend a meeting or appeal meeting on more than one occasion or refuse to provide reasonable information to allow your application to progress, we will treat your application as having been withdrawn. We will write to you confirming the withdrawal of your application.