

Flexible Work and Reasonable Adjustment Policy

Purpose

[Business name] is committed to supporting flexible working arrangements and reasonable workplace adjustments where practicable.

We recognise that flexibility and workplace adjustments can support worker wellbeing, safety, and participation at work. This also includes consulting with workers about adjustments and working arrangements.

Our approach

[Business name] will aim to:

- select any of the below or add your own
- respond early to concerns
- communicate respectfully
- maintain confidentiality where possible
- provide reasonable support
- support safe participation at work where appropriate.

Examples of flexible work and adjustments

Examples of flexible working arrangements and adjustments may include:

- include any of the below that apply to your workplace
- flexible start and finish times
- compressed working hours
- temporary changes to duties
- adjusted workloads
- transition to part-time work
- work-from-home arrangements where suitable
- changes to work environment or equipment
- additional breaks
- assistive technology and software
- flexibility for medical appointments or caring responsibilities.

Requesting flexible work or adjustments

Workers can request flexible work arrangements or workplace adjustments by speaking with:

- [Supervisor/Manager/Contact person].

Requests will be considered based on worker need, operational requirements, workplace safety, and what is reasonably practicable.

Responsibilities

Management and supervisors

Managers and supervisors will:

- respond respectfully to requests
- maintain confidentiality where appropriate
- consult with workers about suitable arrangements
- review arrangements to ensure they remain effective
- add your own.

Workers

Workers are encouraged to:

- communicate their needs clearly
- participate in discussions about suitable arrangements
- advise if arrangements are no longer effective.

Review of arrangements

Flexible work arrangements and workplace adjustments may be reviewed periodically to ensure they remain suitable and effective for both the worker and the workplace.

Confidentiality

Keeping worker information private is central to providing a psychologically safe workplace. Information relating to flexible work requests or workplace adjustments will be handled as confidentially as possible.

Review

This policy will be reviewed:

- every [12 months/2 years]
- following significant workplace changes
- after serious incidents in the workplace.

X

[Name, Position]

[Date]