



## Flexible Working Policy

### What's the purpose of this policy?

As a global organisation working across multiple time zones, flexible work is the way we work at Education New Zealand Manapou ki te Ao (ENZ).

Flexibility is valued by our employees which can smooth transitions around study, parenting and caring responsibilities and other life events. It helps us to attract and retain our talented team, creating an inclusive and productive environment, that reflects Ngā Manapou.

Due to the highly collaborative nature of our work, we are primarily an office-based workplace. In person collaboration and connection supports our collective performance, is a core part of our culture and supports the wellbeing of our people.

We offer different kinds of flexible working around the location, days and times you work without changes to your individual employment agreement. Flexible working arrangements can benefit everyone but needs to balance the needs of ENZ, teams and the employee. We recognise that supporting flexible working, where it aligns with our principles, is beneficial for us and you.

### Who is covered by this policy?

This policy applies to all ENZ employees.

Nothing in this policy prevents you from making a request under Parts 6AA (Flexible working) or 6AB (Flexible working short-term for people affected by family violence) of the Employment Relations Act 2000 and its subsequent amendment acts or local employment legislation.

### What do we mean by flexible working?

All flexible working arrangements must be agreed with your people leader. You will, from time to time, need to vary them to meet our business needs, the needs of your role and others', even if it is a regular arrangement. For example, if you normally work from home on a Wednesday but that is a day that works best for others for an in-person meeting, then you are required to work from the office that day to attend the meeting.

Flexibility means different things to different people and can include:

- **Hours** – flexible start and finish times, time to attend appointments, and compressed fortnights
- **Place of work** – to enable working from home or elsewhere
- **Leave** – taking periods of leave, return from parental leave, graduated return to work or phased transition away from work

## Working from the office

If you work four or five days per week, you are required to work from the office at least three days per week for the majority of the day, and this must include Monday or Friday. If you work three days per week you are required to be in the office at least two days, for the majority of the day. If you work two days or less, you must work from the office.

Some working weeks and some roles will require more time in the office, depending on the nature of the work and how it is being completed. Office days should align to your team's collaboration days and be agreed with your people leader. If you're connecting with partners or travelling, this will be considered as days in the office.

One off exceptions to being in the office three days can be approved by your people leader as long as it aligns with the intention of this policy. Exceptions for up to three months can be approved by the Group GM in writing, in discussion with the People and Capability team. Exceptions longer than three months must be approved by the Chief Executive.

You need to proactively inform your people leader and teams you are working with, of your working location each day. This will also enable us to meet our external reporting requirements.

## Business continuity

You may be required to work away from the office if it is necessary to invoke our Business Continuity Plan or if the office is shut. Circumstances where you are not able to safely or effectively work away from the office will be managed on an individual basis with input from the People and Capability team.

## When working away from the office

Other than laptops, we will not be providing any equipment to enable working away from the office. If, while away from the office, you can't access our systems then you need to come to the office to work unless you can complete other meaningful work as agreed in advance with your people leader.

You are responsible for ensuring any working location away from the office is safe. You are required to complete our Safety and Wellbeing Working from Home checklist which requires details of your work set up. If you cannot demonstrate a safe working location, then you will be required to work from the office.

You are responsible for ensuring our data/information is stored securely, your internet connection is secure, and the confidentiality of data/information and conversations is maintained. You must:

- Be contactable during regular office working hours or hours agreed by your people leader
- Not be responsible for the active care or supervision of dependants while working away from the office.

**Support:** Your People and Capability team can assist with any aspect of this policy.