



GROUP

GLOBAL FLEXIBLE WORKING POLICY 2023

1. Why do we have this policy?

We recognise that our people have lives and commitments outside of the workplace and we aim to provide access to flexible working opportunities to support their needs during different life phases, and support wellbeing to enable them to do their best work for RS, regardless of location or level

2. What is Flexible Working?

Flexible working can include flexibility in time worked:

- Working on a part-time basis over a normal working week e.g. 9-12 Monday to Friday
- Working on a part-time basis over a reduced working week e.g. full time Monday, Wednesday and Friday

It can also include flexibility in location of work (where feasible based on role):

- Working remotely
- Working remotely from an overseas location on a temporary or permanent basis (refer to guidelines to support colleagues requesting to work abroad temporarily or permanently)
- Working in a hybrid pattern e.g. some days in an office and some days at home

These changes can either be for a defined period of time e.g. a parent working part time for a few months after a period of parental leave, or on a permanent basis.

3. What is the Policy?

- We commit to consider all requests for flexible working and approve these wherever practicably possible and in line with business need
- All applications made will be treated fairly, irrespective of the personal characteristics of the applicant (refer to Global D&I policy for more information)
- Reasons we may decline requests include (but are not limited to):
 - The burden of additional costs, (excluding costs associated with reasonable adjustments relating to disability)
 - Impact on ability to meet customer needs
 - Inability to reorganise work amongst existing employees
 - Impact on quality
 - Impact on performance
 - Insufficient work available during the working patterns requested
 - Planned structural change

4. Your responsibilities

- As a people manager you are responsible for understanding and considering flexible working requests, in line with this and any local policies or guidelines, and for providing clear rationale and feedback on any decision.
- Both people managers and employees are responsible for reviewing the effectiveness of any flexible working arrangements, and agreeing how often it will be reviewed.

5. Status and application of this policy

- This policy applies to all RS employees globally
- Where businesses are acquired, as part of integration we will confirm the date of application of RS policies
- Each market has its own approach to flexible working requests in line with legislations, so please refer to your local market policy/guideline or contact your people business partner for further information.
- If you don't feel this policy has been fairly applied, talk to your people business partner.