

Kaupapa here | Flexible Working Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to employees of Te Pūkenga national office, including permanent staff and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as **kaimahi** in this policy document).

This policy relates to flexible working arrangements permissible by legislation.

Out of scope of this policy (and supporting procedures) are matters relating to:

- a) Family violence. The Family Violence Policy outlines the principles and expectations around short-term, flexible working requests to address this issue.
- b) Legislative requirements relating to health and safety. These are covered in the Regional Directive: Working healthily and safely at different locations.

Mokamoka whakaaetanga | Approval details

Version number	1.1	Issue date	March 2023
Approval authority	Te Pūkenga ELT	Date of approval	21 March 2023
Policy sponsor (has authority to make minor amendments)	Chief People Officer	Policy owner	Chief People Officer
Contact person	Strategic People and Culture Director	Date of next review	March 2024

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1.1	March 2023	Joy Whiteman	Review as per review date

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1. Pūtake | Purpose

The purpose of this policy is to establish the principles under which Te Pūkenga will give consideration and application to flexible working arrangements.

2. Ngā Mātāpono | Principles

- 2.1 Te Pūkenga is committed to being a good employer and will support flexible work arrangements for kaimahi under the provision of Part 6AA of the Employment Relations Act 2000.
- 2.2 Te Pūkenga will fairly and reasonably consider flexible working requests, communicate in a transparent manner and recognise equity in application.
- 2.3 Flexible working arrangements should, on balance, demonstrate benefit and fairness to all parties.
- 2.4 Te Pūkenga recognises that enabling kaimahi to work flexibly can:
 - a) assist kaimahi, whether temporary or for long periods of time, with managing multiple responsibilities, needs and/or wellbeing considerations
 - b) assist the organisation to maintain continuity of business when locations of work are unavailable
 - c) benefit Te Pūkenga with greater access to talent and kaimahi maintaining their connection within their community and whānau.
- 2.5 Te Pūkenga recognises the benefit that having kaimahi present on campus provides for ākonga, other kaimahi and Te Pūkenga communities, and aim to balance this with the flexible working needs of kaimahi.
- 2.6 Te Pūkenga will complete reviews of flexible working arrangements. Reviews will be completed to support clarity of expectations, delivery of outcomes, kaimahi engagement and wellbeing and safety requirements.
- 2.7 Te Pūkenga may require kaimahi to work remotely for temporary periods due to business continuity reasons. Te Pūkenga will coordinate and manage these situations as supportively and proactively as possible for kaimahi wellbeing.

3. Ngā Tikanga | Definitions

Term	Definition
Flexible working	An adaption to the standard time kaimahi may start or finish their working hours, where they are located to complete their work and how they may undertake or complete their work delivery.

4. Ngā Hononga ki Tuhinga kē | Links to Other Documents

<p>Ngā Kaupapa-Here e Hāngai ana Related policies</p> <p>Wellbeing and Safety Policy</p> <p>Code of Conduct</p> <p>Computer Email and Internet Policy</p>
<p>Ngā Tukanga me ngā Hātepe Processes, procedures</p> <p>Flexible Working Procedure</p> <p>Regional Directive: Working healthily and safely at different locations</p>
<p>Ture whai take Relevant legislation</p> <p>Employment Relations Act 2000</p>