



Flexible working policy

If you're considering a change to the way you work, you can request to work flexibly

All colleagues with over 26 weeks' service have the statutory right to request flexible working. At ITV we're committed to helping you achieve a positive work-life balance, so we've brought this forward, meaning you can make a request once you've successfully completed your probation period.

We know that everyone's reasons for requesting flexible working will be different, such as doing something for your physical or mental health, getting involved with your local community, engaging in lifelong learning, spending time with your family and the people close to you, or maybe you just want a bit more free time for yourself. All requests will be discussed and considered whatever the reason, and you can talk about making changes either on a short-term or longer-term basis.

Examples of flexible working may include

- A change to your working pattern, e.g. the number of hours or days worked or your start and finish times
- Changing your location, e.g. working from home, another ITV location or somewhere else entirely different
- A team establishing core or rostered working hours (where appropriate and within operational business requirements)
- Sharing space
- Annualised hours
- Term-time working
- Job sharing
- Self-rostering
- Career break

Where appropriate, you should read this policy in conjunction with the home working policy.

We want to be as flexible as possible when we're considering requests, but we do need to always consider the operational needs of the business. This means all requests will be treated on a case-by-case basis and no arrangement will set a precedent for another. We will review all flexible working arrangements on a regular basis.

Informal flexibility

You may want to make a more informal, minor change to your working pattern, like altering your start and finish times. You should have an open conversation with your line manager to see if an informal arrangement may work for you. In this case you and your line manager may decide to agree this locally and, while it's not a contractual change, it can be implemented quickly. An informal arrangement may also be used if you want to request a temporary change or a trial would be beneficial (e.g. a return from maternity or adoption leave).

If you and your line manager agree an informal arrangement, you should email your divisional HR Services contact and copy in your line manager, so that a record of the discussions can be held on file for reference purposes only. This does not prevent you from making a formal request for flexible working.

Things to consider

Benefits

If your request is agreed and involves reducing your working hours, your annual salary, along with your annual leave entitlement and statutory holiday, will be prorated to reflect the reduction. All other benefits related to your annual salary or working hours such as maternity/paternity pay and life assurance benefit, will also be based on your revised annual salary/working hours. For further details, please visit www.itvrelish.com.

In a redundancy situation, your redundancy pay will be calculated using your actual annual salary and will not take into account your previous salary or the full-time equivalent salary for your position.

Making it happen

You'll need to work with your manager and other colleagues and stakeholders to make sure your flexible working arrangement continues to meet the operational needs of your part of the business, while also supporting your own needs.

If you aren't in the office every day, you'll need to consider how you stay in contact with your team in terms of both your workload and more general communication.

If you are job sharing and your job share partner resigns, the vacant part of the job share will be advertised. If no suitable job share partner can be found for the existing job share, you may be offered the position at the total contracted hours. If you are unable to accept the role on a full-time basis, we will try our best to find another suitable part-time position for you.

Adequate rest breaks must be taken in line with the Working Time Regulations (WTR). Please refer to the WTR policy on MyITV for further information. If you wish to work more than 48 hours a week you must discuss this with your manager and complete a WTR opt out form (rest breaks will still apply).

If you're requesting flexible working then you and your line manager should consider any impact on cost, workload, resources needed, quality of output and performance, customer needs or any other planned structural changes in the wider business.

How to make a request

- Have a conversation with your manager
- If you agree to go ahead, confirm a trial period
- You or your manager must email your Head of HR / HR Business Partner and HR Services, copying in each other, telling them what's been agreed. They will sort any contractual changes that may be needed, including any changes to your pay.
- Start the trial period of your new way of working
- Have a review conversation with your manager
- Agree either a permanent change OR further trial / temporary change OR return to your former working pattern

ITV encourages all managers and colleagues to have an open discussion about how flexibility could work for both. However, colleagues do retain the right to formally request flexible working using the form on MyITV.

Requests and appeals for formal applications must be considered and decided upon within three months of us receiving the request. However, depending on the nature of the request, the implementation take longer e.g. to source a job share partner.

If you need to have a more formal meeting you can choose to be accompanied at the meeting by a work colleague, a recognised Trade Union representative or an ITV Ambassador.

Typically, you can make one flexible working request in a 12-month period, but a further submission may be considered by exception. If ITV does not agree a formal request this will be confirmed in writing, setting out the reasons why.

The appeal process

If your request is rejected, you have the right to appeal in writing within five working days of receiving the decision. An appropriate manager will invite you to a meeting to hear your appeal (usually within 10 days of receiving it). They will then decide whether they agree with the original decision or whether they feel there should be a different outcome. You will be usually notified of their final decision in writing within five working days of the appeal hearing. We will always aim to meet these timescales and deal with your appeal at the earliest opportunity, but there may be occasions where the process takes a little longer.

Reviewing or ending a flexible working arrangement

You or your manager can discuss ending or modifying a flexible working arrangement both in your review meeting or at any time. If any issues arise, you and your manager should first discuss and try to resolve them. This may mean modifying your flexible working arrangement, or in some circumstances terminating the arrangement. This would normally be either with one month's notice (before the end of your trial period), or at the end of your trial period. After this, terminating the arrangement will be subject to your contractual notice period.

Any changes to your arrangement will be agreed in writing. If it's recommended that your working arrangements are amended as a result of the review meeting, you have the right to appeal that decision.

Should you wish to increase/change your working hours again in the future (i.e. revert to original hours), this will be subject to a separate discussion. Each request will be assessed against operational business requirements at the time.

If you have any questions about this policy, please contact your divisional HR Services team.

If you require any reasonable adjustments or have any accessibility needs to support you through this process, please talk to your line manager/HR contact.