

Flexible Working Policy

Policy overview

K1 Payroll Pty Ltd has implemented a Flexible Working Policy. The policy takes effect immediately.

You will need to review the policy and make yourself familiar with the policy, guidelines and boundaries contained in the Flexible Working Policy.

What is the policy?

The Flexible Working Policy recognises that the following employees are entitled to request some flexibility in their normal working patterns:

- Employees who are the parent or have responsibility for the care of a child who is school aged or younger;
- Employees who are carers (under the Carer Recognition Act 2010);
- Employees who have a disability;
- Employees aged 55 years or older;
- Employees experiencing family or domestic violence; and
- Employees who provide care or support to a member of their household or immediate family who requires care and support because of family or domestic violence.

K1 Payroll Pty Ltd is committed to accommodating requests for flexible working arrangements wherever possible. The approach that the Company takes to flexible working arrangements meets statutory obligations under relevant industrial legislation. Entitlements may also be modified by individual contracts of employment but cannot reduce the entitlements available under applicable legislation or industrial instruments.

Some important points to consider

The Company will consider and assess each request individually. All requests for flexible working arrangements are to be submitted to your manager in writing using the "**Flexible Working Application**" found in the resource centre.

What do I need to do?

You need to carefully read through the Flexible Working Policy to make yourself familiar with the contents of the policy and with Company guidelines. You are expected to comply with this policy as amended and implemented from time to time. If you wish to apply for flexible working arrangements, then please discuss this with your manager and complete the "**Flexible Working Application**" found

in the resource centre.

Policy and further information

To the extent that the contents of the Flexible Work Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy.

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Flexible working arrangements

We will consider all reasonable requests by an eligible employee for flexible working arrangements. We will not unreasonably refuse such a request.

In determining whether to agree to or refuse a request, all relevant facts and circumstances will be considered, including:

- The employee's circumstances and the needs arising from these circumstances; and
- The nature of the employee's role; and
- The nature of the arrangements required to accommodate the employee's circumstances; and
- Our financial circumstances; and
- The size and nature of the workplace and our business; and
- The effect on the workplace and our business of accommodating the employee's circumstances, including:
 - The financial impact of doing so;
 - The number of persons who would benefit from or be disadvantaged by doing so;
 - The impact on efficiency and productivity and, if applicable, on client service of doing so; and
 - The consequences for us of making such accommodation; and
 - The consequences for the employee of not making such accommodation.

A request for flexible working arrangements must be in writing and set out the change sought and reasons for the change.

Before responding to a request, we will discuss the request with the employee and genuinely try to reach agreement on a change in working arrangements that will reasonably accommodate the needs of both parties.

We will give the employee a written response to the request within 21 days, stating whether the request is granted or refused. If the request is refused, we will provide reasons for the refusal, and if available, details of any alternative working arrangements we can offer.