

### Purpose

The purpose of the policy is to establish consistent, reasonable and accountable standards for employees and their reporting manager investigating flexible work arrangements.

Any employee who has worked with HydroChem Pty Ltd for a period of more than 12 months is entitled to request flexible working arrangements in the following situations:

- Parent of, or have responsibility for the care of, a child who is school aged or younger;
- Carers, (as per Carer Recognition Act 2010);
- Has a disability;
- Is 55 years or older;
- Victims of family or domestic violence;
- Carers or support members for members of their household or immediate family in situations of family or domestic violence.

### Types of Arrangements

The following options can be considered:

- Permanent part-time work;
- Graduated return to work after parental leave;
- Flexible start and finish times;

### Considerations

- The reason for the requested change. If it falls within one of the categories above, the only reason that justifies a request being denied is on “reasonable business grounds”;
- The arrangement being requested;
- Duration of change;
- Impact of changes to current work responsibilities.

### Reasons for Refusal

- Requested arrangements are too expensive;
- Not practicable to change the working arrangement of others to accommodate the request;
- Not practicable to hire new employees to accommodate the request;
- The request would result in a significant loss of productivity;
- The request would have a negative impact on customer service or team dynamics;
- Conflict of interest.

### Process

- Employee submits a written request, detailing the proposal, to direct manager;
- Manager, in consultation with HR, investigate viability;
- Manager meets with employee to discuss and finalise;
- HR prepare documentation (within 21 days of request);
- Implementation;
- Review.

### Review of Decision

Where a request is not approved and the employee still believes it falls within this policy, a review can be requested between the employee, the manager and HR.



**Nicholas Duncan**  
CEO