



WORKING FLEXIBLY POLICY

Aspire Scientific's value relating to culture demonstrates commitment to flexibility and actively encourage a healthy and sustainable work-life balance.

This policy sets out some of the ways in which Aspire Scientific's culture enables flexibility.

This policy does not form part of your contract of employment, and we may amend it any time.

Location

Aspire Scientific employs people regardless of their geographical location within the UK and their ability to work from one of the company offices.

The offices are available for anyone who would like to use them, but generally people may work from home or an office as they wish. There may be occasions where people are expected to attend an office or alternative location for events such as, but not limited to, company meeting, training, client meetings/events.

Appropriate office equipment will be provided for the office and home environments and annual Display Screen Equipment (DSE) checklists and electrical visual inspection forms must be completed. These may also be required to be completed in circumstances such as moving house/office or during pregnancy.

Self-management of time

Aspire Scientific offers the opportunity for people to self-manage their time. This means that contracted hours can be worked flexibly during the week as long as client calls and key meetings are attended, deadlines are met, and line reports and account teams are supported.

Where people are employed on a part-time basis or work compressed hours (i.e. full-time hours worked over 4 days), they may swap non-working days by letting their account lead know (or a member of the Management Team if they are the account lead). An example is:

- Person A works 30 hours per week and Friday is their usual non-working day.
- They would like to take a Monday off work and instead work on the Friday of that week.
- Instead of booking annual leave, they can agree with their line manager/account lead to work on their non-working day, so they work Tuesday to Friday that week. Therefore they do not need to use any annual leave as they will be fulfilling their contracted 30 hours during the course of the week. The individual and their line manager should consider whether the account/team are adequately supported/resourced prior to agreeing.

Friday afternoons and Monday mornings

If a person has worked their contracted hours, they do not have any urgent client work that needs to be completed the same week, and their account/team does not need their support, they may finish early on a Friday (or on their last working day of the week). To enable this to be feasible, the management team asks that internal meetings are not arranged for Friday afternoons, unless this is unavoidable.

The company also acknowledges that Monday mornings are often busy, with people organising their workload for the week. For this reason, it is requested that internal meetings are not booked on Monday mornings, unless this is unavoidable.

It is important for people to be able to take a break during the working day and to step away from their desk. Therefore, please be mindful of this when booking meetings with others in the team during the lunchtime period (12-2pm). We recommend that individuals book out 30-60 minutes in their calendar each day for a lunch break. If you receive a meeting invite that means that you cannot take time out for a break during the day, please contact the organiser to discuss whether the meeting could be rescheduled.

Changing contracted hours

Aspire Scientific enable the ability to easily increase or decrease contracted hours, subject to company/client needs.

If you would like to vary your contract by making a change to your working hours, please refer to the ***“line manager flowchart: change to work pattern procedure”*** for the process. This document can be found on breatheHR and is appended at the end of this document.

Under employment law, people have the right to request flexible working to allow them to change the number of hours worked, start/finish times, days worked, or place of work. Information about this can be found on this government website.

[Flexible working: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/flexible-working)

With the flexibility offered at Aspire Scientific, it is not necessary to request changes to start/finish times, or to work from home.

Please refer to the section above for the process for changing working days. It is not necessary to vary a contract of employment when working days are changed, unless there is an accompanying change in the number of hours worked.

If someone wishes to change the number of hours they work each week, then they should follow the process on the ***Line Manager Flowchart: change to work pattern procedure (appended to the end of this document)***. Once agreed, a letter will need to be signed to agree the change to contract, and appropriate changes will be made to salary and holiday entitlement.

Annual leave

All employees book their annual leave in hours, with the minimum amount of bookable time being 30 minutes. This means that people don't have to book a full day or half day of leave, and only need book the hours that they would like to take. If you have pre-booked annual leave during a week where your time logged on Toggl is over your contracted hours, your line manager will reduce (or cancel) the

annual leave that was booked and add it back to your allowance on breatheHR (in such cases, leave will be reduced or returned in 15 minute increments).

Please refer to the ***Annual Leave Booking Procedure*** on breatheHR.

People are offered the opportunity each year to purchase additional leave of up to 10 days/75 hours (pro rata for part time employees). Please refer to the ***Additional Leave Purchase policy*** on breatheHR.

Time off in lieu (TOIL)

The directors and management team at Aspire Scientific do not expect team members to work over their contracted hours and the Management Team and BUMT monitor hours closely to ensure that employees do not routinely exceed them. However, if on occasion it is necessary to work extra hours, for example to meet client deadlines, then employees are compensated for their loss of leisure time and the subsequent effect on their work-life balance, by giving time off in lieu (TOIL). TOIL is not intended to be a reward for working extra hours or an encouragement to do so. TOIL is closely monitored throughout the year, and support offered to prevent regular TOIL being required. Please refer to the ***Time Off In Lieu policy*** on breatheHR.

Sabbatical

Employees with three or more years of service may apply for sabbatical leave for a period of up to six months. Please see the ***Sabbatical policy*** on breatheHR.

Aspire Scientific HR

January 2025 (Next review date: January 2026)

Appendix 1 – Change to work pattern procedure

