



7 TIPS

FOR BRINGING FLEXIBLE WORKING INTO YOUR COMPANY
AND MAKING WORK BETTER FOR EVERYONE.

1 Make sure you are aware of your **LEGAL RIGHTS** and obligations about requesting and authorising flexible working.

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2 **START WITH A TRIAL PERIOD** – see if it works from both sides.

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3 **CONSIDER THE ROLE** – Remember working from home is often seen as an attractive option but it will not suit all roles or all personalities.

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4 **COMMUNICATE!** Ensure that your employees are clear about what is expected of them.

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5 **PROMOTE FLEXIBLE WORKING AS ONE OF THE BENEFITS OF WORKING FOR YOUR COMPANY** – Flexible working is a great PERK of the job!

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6 **CONSIDER THE HOME ENVIRONMENT** – As the employer you are legally responsible for ensuring the home office is safe. You also need to have all the systems in place to allow your employees to work effectively from home.

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7 **TRAIN YOUR MANAGERS TO ENSURE THEY KNOW HOW TO HANDLE WORKING FLEXIBLY** – Encourage them to be open and honest about your policies to help address any negative attitudes that may exist within the organisation.

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INTERESTED TO LEARN A BIT MORE ABOUT THESE 7 TIPS?
[CLICK HERE](#) FOR A MORE IN-DEPTH GUIDE TO FLEXIBLE WORKING.