

# Flex from Day One Checklist

On April 6<sup>th</sup>, the legislation around flexible working changes. **Are you ready?**

This simple checklist from flexible working experts [Timewise](#) will help you ensure you are not just compliant with the new legislation but have the practices to support people who want to make a request and work flexibly in your organisation.

Policy	Yes, we're ready	No, we have work to do	Not sure, we need to check
1. Does your policy allow the right to request flexible working from day one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it permit at least 2 applications per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does it require a response to requests within 2 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does it put the onus on managers to consider all the options before rejecting a request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the policy reason neutral (i.e. people don't need to state their reason for asking)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the policy supplemented with supporting guidance on flex options for employees and managers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have visible examples and case studies of people who work flexibly in the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practice	Yes, we're ready	No, we have work to do	Not sure, we need to check
1. Are all your hiring managers and line managers briefed and trained in the new approach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your policy and guidance easy to find for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you monitoring flexible working requests received / declined, and the reasons why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do your job adverts make it clear which types of flex would be an option for a role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is flexible working proactively discussed with candidates during the recruitment process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do leaders and managers share a common view of the organisation's support for flexible working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have and celebrate visible role models for flexible working at all levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you'd like any support with regards to your own organisational approach, please do get in touch: [info@timewise.co.uk](mailto:info@timewise.co.uk)

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Were any of your answers **“No, we have work to do”**? Here are some additional resources and the support that we can offer:



## Flexible Hiring Guide

A downloadable resource you can use to consider how to incorporate flexibility into your hiring process to support flexible working requests from day one of employment.

[Click here for your copy.](#)



## Flexibility from Day One – Readiness Assessment

A comprehensive review by one of our experienced Consultants to review and update your policies and related guidance as well as reviewing recruitment processes from advertisement to onboarding. You will receive specific, practical recommendations through a short report enabling you to go beyond compliance with the new legislation.

Get in touch with us at [info@timewise.co.uk](mailto:info@timewise.co.uk) or call on **020 7633 4444**.



## Training for Recruitment Teams or Hiring Managers on Flexible Hiring

A 2-hour virtual workshop to equip your hiring managers and/or recruitment teams with the skills to build flexibility into your hiring processes confidently. Workshops will be tailored by job role, and where you need and want to focus, but will all include briefing on the new legislation, understanding different ways to work flexibly, the principles of job design, working through real-life scenarios and sharing examples so that your colleagues will leave the workshop feeling confident and informed.

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## About Timewise

Timewise is a leading social business, setting the agenda on flexible and inclusive working practices. Established in 2005, we have worked with hundreds of private and public sector organisations, and have particular expertise in sectors with large and complex workforces – such as nursing, construction and retail. As working practices continue to evolve, and new challenges arise, we’re continuing to push the boundaries of what’s possible, helping employers build sustainable, effective working patterns. We also commission and run groundbreaking research, looking at how to make work better.