



## Human Resources

### AGILE WORKING POLICY

**PML-HRE-POL-013**

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## **1 POLICY STATEMENT**

- 1.1. Perseus is committed to fostering flexible and agile work arrangements that supports and empowers employees.
- 1.2. Agile work arrangements can help employees balance family needs, implement structures that work better for them and their team, and suit their individual needs on a case-by-case basis.
- 1.3. When implementing agile work arrangements, the number one priority remains ensuring productivity is not impacted adversely. Agile work arrangements are not to be used to decrease hours and will discontinue if employees are not able to perform their designated roles or deliver required results.
- 1.4. Agile working can help create a more responsive, efficient and effective organisation which better adapts to unforeseen circumstances.
- 1.5. The purpose of this policy is to:
  - 1.5.1. Allow for greater flexibility for the employer and/ or employee who require agile work arrangements to suit specific circumstances;
  - 1.5.2. Ensure managers and employees are aware of the range of agile work arrangements available at Perseus;
  - 1.5.3. Provide a framework for agile work arrangements and its successful implementation at Perseus, focusing on increased communication, organisation and trust.

## **2 SCOPE OF THIS POLICY**

- 2.1. This policy applies to all PML employees.

## **3 AGILE WORK ARRANGEMENTS**

- 3.1. The word “agile” describes the ability to deal with new and unforeseen situations quickly and successfully. Agile working refers to a way of working that enables employees to adapt their work and gives them a degree of flexibility and ownership about where, when and how they work.
- 3.2. In order to meet individual, team and company needs, there are different arrangements of agile working:
  - 3.2.1. Changes to work hours (e.g. changed start times);
  - 3.2.2. Changes to work location (e.g. working from home);

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3.2.3.Changes to work patterns (e.g. split shifts).

3.3. The above changes in work environments do not require alterations to contracted hours or remuneration. Agile work arrangements are short-term only and can be changed when agreed upon.

## **4 ELIGIBILITY**

4.1. All PML employees are eligible to participate in agile work arrangements.

4.2. Agile Work arrangement may not be possible for each individual employee at all times. Before entering into such arrangements, the following points need to be considered and discussed between supervisor and employee:

4.2.1.The employee’s duties are suitable for agile work;

4.2.2.The impact of the employee’s work on others is considered (e.g. team);

4.2.3.The work environment, e.g. at the employee’s home, is suitable and complies with HSE standards (PML-OHS-FRM-011 Remote Access Self-Assessment Form);

4.2.4.The employee has access to suitable equipment;

4.2.5.Hours of work, rest breaks and a suitable work area have been agreed to;

4.2.6.Reporting and communication processes have been arranged; and

4.2.7.The employee has sufficient information, experience and training to undertake work safely and with a minimum of assistance and direction.

4.3. Agile work arrangements may only be entered into by mutual agreement between Perseus and the employee on a case-by-case basis. These arrangements can be approved by the employee’s direct manager. However, if they occur on a regular basis, they need to be approved by the Group HR Manager to ensure fair and equitable treatment of all employees across the business.

## **5 GENERAL PRINCIPLES**

5.1. Before entering into any arrangements, it is vital for all parties to understand the principles of agile working at Perseus. While Perseus is committed to facilitate flexibility and agility for all employees, we recognise that it is not possible in all cases or at all times.

5.2. Agile work arrangements are only possible if the above criteria have been met and are agreed upon by the employee and manager. As stated previously, achieving work goals (individual, team, or department) and ensuring productivity is not impacted adversely.

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- 5.3. Perseus recognizes that each employee has different needs, requirements and functions within the company, which requires individual assessments of each case. There is no one-off solution for everyone.
- 5.4. High levels of communication are an integral part of making agile work arrangements a success. This includes informing team members and colleagues about changed work patterns or locations, and giving sufficient notice about proposed changes. Beyond that, employees need to ensure they are available for joint communications and prioritise them over other matters.
- 5.5. In any case, the feasibility of agile work arrangements is to be discussed with the manager beforehand. It will further be trialed and reviewed on a regular basis. Both employees and managers should reflect on the best way to achieve required outcomes and meet employee needs.
- 5.6. For further information on this policy please contact HR.

## 6 ROLES AND RESPONSIBILITIES

- 6.1. It is the responsibility of Managers and Supervisors to ensure that this policy is made available to all employees. A copy of this document will be provided to all Employees as part of the Company’s induction process. A copy of the document will also be posted on the Company’s website for viewing by Employees and all other stakeholders in the Company.
- 6.2. It is the joint responsibility of managers and employees to ensure the above process and principles are being followed.
- 6.3. It is the employee’s responsibility to ensure agile work arrangements are communicated in a timely fashion.

## 7 DOCUMENT INFORMATION

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## 8 REVISION HISTORY

Version	Revision Date	Author(s)	Revision Notes
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