

AQUATIC CONTROL ENGINEERING LTD

Flexible Working Policy



*Aquatic Control Engineering Ltd
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Any abuse of the Flexible Working Scheme will be dealt with under the Company's Disciplinary Procedure.

Probation Period

The Company adheres to a 3 month probation period. The Flexible Working Scheme does not apply to those inside this probation period.

Upon successful completion of the probation period you will have an agreed start date of entering into the Flexible Working Scheme.

Employees leaving the Company

If you leave the Company, any hours must be at zero. Any credit time will be lost if not taken. The Company does not have to make any adjustments in order for you to take this time and does not have to pay lieu hours at the end of your employment.

Needs of the Business

It may be necessary from time to time for managers to restrict flexible working hours due to the needs of the business.

Signed

A handwritten signature in blue ink, appearing to read 'S. Randall', is written over a light blue horizontal line.

Stephen Randall
Managing Director

Date Reviewed: 20th August 2020	Next Scheduled Review: August 2021
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