

# Flexible and Remote Working Policy

## Audience

This policy applies to employees of Te Pūkenga, including permanent staff and secondees providing services for Te Pūkenga, and those on fixed term contracts (collectively referred to as **Employees** in this policy document).

## Scope

This policy relates to flexible working and remote working arrangements permissible by legislation. Legislative requirements relating to health and safety are within scope of this document, regardless of the location of the workplace.

Out of scope of this policy (and supporting procedures) are matters relating to family violence. The Family Violence Policy outlines the principles and expectations around short-term flexible working requests to address this issue.

## Approval details

<b>Version number</b>	2	<b>Issue date</b>	23 November 2021
<b>Version history</b>	This policy replaces the Flexible Work Policy adopted by Te Pūkenga on 1 April 2020	<i>Reason for amendment/s</i> This policy seeks to provide additional support for Te Pūkenga staff working remotely as part of their role.	
<b>Approval authority</b>	Chief Executive	<b>Date of approval</b>	23 November 2021
<b>Procedure sponsor (has authority to make minor amendments)</b>	Director People, Culture and Wellbeing	<b>Procedure owner</b>	DCE Operations
<b>Contact person</b>	Director People, Culture and Wellbeing	<b>Date of next review</b>	July 2023

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## Flexible and Remote Working Policy

### 1. Purpose

The purpose of this policy is to establish the principles under which Te Pūkenga will give consideration and application to flexible working arrangements, including remote working.

### 2. Te Pae Tawhiti

- 2.1. Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti – Te Tiriti O Waitangi Excellence Framework should be embedded.
- 2.2. Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.

### 3. Principles

#### Flexible Working

- 3.1 Te Pūkenga is committed to being a good employer and will support flexible work arrangements for employees under the provision of Part 6AA of the Employment Relations Act 2000.
- 3.2 Te Pūkenga recognises that flexible working can assist employees, whether temporary or for long periods of time, with managing multiple responsibilities, needs and/or wellbeing considerations.
- 3.3 Te Pūkenga recognises that flexible working can assist the organisation to maintain continuity of business when locations of work are unavailable.
- 3.4 Te Pūkenga will ensure that all flexible working requests are given fair and reasonable consideration, communications are transparent and recognition of equity is applied.
- 3.5 Te Pūkenga recognises that flexible working arrangements should on balance demonstrate benefit and fairness to all parties.
- 3.6 To support success for all parties, reviews will be completed to support clarity of expectations, delivery of outcomes, employee engagement and wellbeing and safety assessments.

#### Remote Working

- 3.7 Enabling employees to work remotely benefits Te Pūkenga with greater access to talent, and that talent maintaining their connection within their community and whanau.
- 3.8 For business continuity purposes, remote working can be required for all employees for temporary periods. Te Pūkenga is committed to ensuring that this is coordinated and managed supportively and as proactively as possible for employee wellbeing.

3.9 Te Pūkenga recognises that remote working can result in disconnection, which can lead to disengagement. Te Pūkenga will provide opportunities for connection between colleagues and leadership through:

- a) Providing opportunities for people to come together from time to time and expecting that employees will make themselves available for face-to-face connections as required.
- b) Making workspaces available through its network where employees can meet and work.

3.10 Te Pūkenga is committed to its obligations under the Health and Safety at Work Act 2015 and will:

- a) Provide a safe and healthy work environment, so far as is reasonably practicable.
- b) Engage with employees, so together our health and safety obligations are met.

#### 4. Definitions

Term	Means
Flexible working	An adaption to the standard time an employee may start or finish their working hours, where they are located to complete their work and how they may undertake or complete their work delivery.
Remote working	A location of work not based at a central or network office location.
Workplace	An employee’s primary place of work, which may be a Te Pūkenga central office, a network office, an employee’s home or elsewhere.
Network	Te Pūkenga subsidiaries

#### 5. Links to other documents

##### Related policies

[Health, Safety and Wellbeing Policy](#)

[Code of Conduct](#)

[Computer Email and Internet Policy](#)

##### Processes and procedures

Flexible and Remote Working Procedure (in progress)