

# Investment NSW- Flexible Working

---

## What is Flexibility

Flexibility can be defined as a set of formal and informal working practices and arrangements, including how, when and where work is conducted, in which all staff can be empowered to optimise their productivity, engagement, efficiency, connectivity, career success and wellbeing.

## Flexibility at Investment NSW

Being flexible at Investment NSW gives you the freedom to work how, where and when it makes most sense for you, the organisation and our customers. Investment NSW is an inclusive workplace that acknowledges the unique needs of our staff and we are committed to ensuring that all roles can be flexible.

Investment NSW is committed to creating a work environment that values the overall outcomes the agency is seeking to achieve. We strive to ensure our staff have the drive and expertise to perform their work when and where it makes most sense for them. We acknowledge that our staff have both professional and personal responsibilities and are committed to fostering a culture that empowers staff to be successful in both their professional and personal lives.

## Why flexibility is a priority

Investment NSW recognises that flexible arrangements enable us to attract and retain a diverse workforce, increase productivity, better meet customer and/or organisational needs and be more adaptable to change.

Flexible working arrangements will mean something different to everyone as circumstances and priorities change. Therefore, continuous collaboration is required between team members, managers and leadership to ensure that flexibility is effective for our organisation, our clients and our staff.

## What can flexible work look like?

Flexible working at Investment NSW includes any work arrangement that changes standard hours, days or location of work on a temporary or long-term basis, such as:

- Part time: reducing the total hours worked each week on an ongoing basis
- Ad hoc: changing the hours worked on any given day
- Compressed hours: changing the number of days/hours worked in a week (for non-executives)
- Job -sharing: where you partner with another colleague to perform a single role.

- Working from home: working at a location other than your primary workplace
- Altered start and finish times
- Flexible roster hours/days

For staff engaged in Offices outside Australia, the application of this policy must be applied in compliance with applicable local laws in a way that does not lead to any additional expenses to Investment NSW.

## All roles flex at Investment NSW – what does this mean?

Flexible working is available to all staff at all stages of their career.

Some examples of who might want to adopt flexible work arrangements include those:

- with study commitments
- employees seeking to reduce their hours of work
- experiencing family or domestic violence
- taking time to exercise
- with responsibilities for elderly relatives
- with a disability
- with cultural or religious beliefs that impact on family and lifestyle
- taking time to care for their children or other family members

For staff engaged in Offices outside of Australia, the application of this policy must be applied in compliance with applicable local laws in a way that does not lead to any additional expense to Investment NSW.

## Responsibilities

What is expected of Staff:

- Meet with their line manager and discuss any request for flexible working.
- Ensure that any request considers makes most sense for you, the organisation and our customers.
- Ensure any formal arrangement are submitted for approval.

What is expected of Managers:

- Managers are required to reasonably consider any request for a Flexible Work Arrangement and have one-on-one conversations with each of their staff members to review and agree to the specifics of any agreement.
- Ensure formalised agreements have been lodged and approved.