



Private

BG Flex

MARCH 2024



BG Private endeavours to assist its employees achieve their personal, family and relationship goals by facilitating flexibility in employment and working arrangements.

Allowing flexibility will ensure our staff can achieve the optimum balance between work and personal responsibilities. Flexible work arrangements are about an employee and an employer making changes to when, where and how a person will work to better meet an individuals' needs.

BG Flex is a range of flexible work options available to staff at BG Private.



BG Private recognises the benefits of flexible work arrangements for staff such as:

- Improved work-life balance and staff wellbeing
- Increased job satisfaction
- Enhanced staff engagement and sense of belonging
- Improved staff productivity
- Greater workforce diversity
- Enhanced ability to attract and retain talent
- Reduced absenteeism and staff turnover
- Recognition as an Employer of choice



BG Flex options:

- **Flex Times** - Employees choose to move their everyday schedule from the standard business hours of 8.30am – 5pm. Staff can choose to start the day earlier or later or leave earlier or later. The total daily work hours are unchanged i.e. 7.5 hrs. Flex times can make life easier when you have a long commute to the office or you are picking children up from childcare or school.
- **Flex Hours** - Employees work less than the standard working hours (7.5 hrs) per day or by fewer days per week. Therefore, if staff have family commitments, they can choose to work a reduced workday to enable them to drop off or pick children up from school. Staff may choose to work 4 days per week to enable them to fulfil social or community commitments on the fifth day. The employee would therefore work part-time, less than 37.5 hrs per week.
- **Flex Week** - Employees work a compressed week, working longer hours on a number of days so they can take time off on the remaining days. Total working hours, compensation and productivity targets remain the same. For example, staff can choose to work 4.5 days per week, working a minimum of 8.5 hrs across 4 days and 3.5 hrs on the fifth day to enable them to have half a day for other responsibilities ie study or community commitments.
- **Flex Share** - Flex share is when two employees share the responsibilities of one full-time role. They have the same responsibilities and share overall accountability for the success of the role. The flexible working hours and arrangements that this offers are beneficial for both employees, as they can choose to work fewer days or part-time hours.
- **Flex Desk** - Employees perform a combination of office and home based work days for maximum productivity and work life balance. Staff will have a reduced commute time, travel expenses and the increased flexibility to manage home commitments and appointments. While working from home requires the same professional standards and the same deadlines as any other working arrangements, it can make life easier with regards to other responsibilities.
- **Flex Leave** - Employees can purchase up to 2 weeks additional leave per year. The additional weeks leave is salary sacrificed over a 12 month period. (Approval is conditional on current leave balances)



To determine if flexible work arrangements can be offered, the employee and BG Private will need to consider:

- The nature of the job
- The needs of the team
- The impact on colleagues
- The impact on clients
- The duration of the arrangement

All BG Flex arrangements offered under this policy will be at the Manager's discretion and will undergo a trial period to ensure the arrangements meet the business requirements and the flexibility required by the employee. If the trial is successful and Flexible Work arrangements are adopted, Managers must review these work arrangements on a regular basis to ensure:

- All deliverables are being met
- The quality, quantity and timeliness of the work performed is to the standard required
- The impact on other staff in the team is not detrimental to the overall performance of the team and firm
- The operational requirements of the division are being met
- The employee is complying with the terms of the agreement
- The flexible work arrangement is continuing to meet the needs of the employee
- WHS requirements are being met
- BG Private's policies and procedures are being adhered to



For Today,
Tomorrow
& Beyond.

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