



NORWOOD UK

Family Policies

## Family Policies

The following policies are available on request from the Human Resources Manager:

- Maternity policy
- Paternity policy
- Adoption policy
- Parental leave policy
- Time-off for dependants policy

The policies will confirm (a) the rights and responsibilities of employees and (b) the Company's obligation as an employer.

The policies will reflect current statutory rights (as amended).

### **Flexible working – parents, guardians and carers**

Certain employees have a statutory right to request a flexible working pattern.

We are under a legal obligation to seriously consider any application and we can only reject it if there are good business reasons for doing so.

The statutory right is to ask for flexible working - not the right to have it. We can reasonably decline applications where there are legitimate business grounds.

For more information please contact the Human Resources Department.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director

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