

Flexible Working Policy

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1. Introduction

This Flexible Working Policy (the “Policy”) applies to productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity. It does not apply to loanouts, agency workers, self-employed contractors, consultants, volunteers, or those partaking in work experience.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

Any information you provide to us about your health will be processed lawfully and in accordance with the Productions’ Cast and Crew Data Protection Notice.

The Production recognises the importance of helping cast and crew balance their work and home lives by offering flexible working arrangements. In addition, the Production recognises that crew levels must always remain in line with the demands of the business.

2. Eligibility

To be eligible you must meet the following criteria:

- Must be a directly engaged¹ crew member
- Must not have made more than 2 formal flexible working requests during a rolling 12-month period
- Must not already have a flexible working request in progress

¹ For the use of this Policy, “engaged” refers to those who are directly employed by the Production as PAYE.

3. Types of flexible working

Primary consideration will be given to the following:

- A permanent change to reduce or vary the hours worked
- A permanent change to reduce or vary the days or times worked
- A permanent change in work location on some or all working days
- A proposal to job share

4. Submitting a request

If you are interested in flexible working, you should initially discuss this informally with your Supervisor.² A written request must then be submitted to your Supervisor. This must include:

- Date of request
- Specify the change(s) applied for and the proposed start date
- Explain the reason for request/changes
- State if you have made any previous requests for flexible working within the past 12 months and when

5. Responding to a request

A meeting may be held with you, your Supervisor and a member of HR to discuss your request. The purpose of this meeting is to find out more about the proposed working arrangements and how it could benefit yourself and the Production.

In some cases, a meeting to discuss the request may not be necessary, in which case the Production will write to you with its decision.

Once a decision has been reached, you will be informed as soon as possible.

a. Approved requests

If your request is approved, we will write to you with details of new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.

b. Refused requests

If your request is refused, we will notify you in writing, specifying the grounds for refusal and why.

A request may be refused based on any of the following reasons:

- Extra costs that will damage the Production
- The work cannot be reorganised among other crew
- People cannot be engaged to do the work
- Flexible working will affect quality
- Flexible working will affect performance

² For the use of this Policy, the Supervisor is the person you report into regardless of their title.

- The Production will not be able to meet demand
- There is a lack of work to do during the proposed working times
- The Production is planning changes to the workforce

6. Trial period

If your request is approved or cannot be immediately accepted, a 6-week trial period may be implemented. The aim of the trial period is to ascertain whether the new working arrangement is suitable for both you and the Production.

At the end of the trial period, either you or the Production can decide not to make the working arrangement permanent and revert to the original working arrangement.

7. The right of appeal

You may appeal the outcome in writing to HR. Contact details can be found on the HR Contact Information Sheet within your crew start pack, or on the Production Unit List. You must submit your appeal within 5 working days of receipt of the refusal letter, stating the full grounds of your appeal.

Once HR has received your appeal, they will arrange an appeal meeting with you and an appropriate person to chair the meeting. After the meeting, you will be notified of the decision in writing. This decision is final.

There may be occasions when your appeal is not accepted for consideration. This may be because:

- You did not provide clear grounds on which you are appealing
- Your appeal is purely disagreeing with the findings or repeating your initial request, without any clear explanations as to why you disagree with the outcome
- You appeal after the time limit to submit an appeal has passed

a. Right to be accompanied

You have a right to be accompanied by a companion in a formal appeal meeting.

Your companion will be entitled to speak and confer privately with you, but may not answer questions on your behalf and can be either:

- A workplace colleague
- A trade union representative who's certified or trained in acting as a companion
- An official employed by a trade union

8. Withdrawal of request

You can withdraw your request at any stage before agreement by writing to your Supervisor stating you wish to withdraw, and you do not need to provide a reason why.

If you fail to attend a meeting on more than one occasion, the Production may treat your request as withdrawn.