

## NPR's Flexibility Procedure

Flexible work options can be adapted in a variety of circumstances, because arrangements are individually designed to suit the needs of the organisation, the individuals involved, and the nature of the job. Our toolkit is structured around the following flexibility procedure:

| Flexibility Procedure |                  |                                |  |
|-----------------------|------------------|--------------------------------|--|
| 1                     | Discover         | Research the need for change   | Assessing the benefits of introducing/expanding flexibility into the organisation including the financial impact |
| 2                     | Scope/Plan       | Prepare to make the change     | The process of assessing the eligibility and impact of a flexible work arrangement                               |
| 3                     | Deliver          | Make the Change                | Implement change in a considerate and timely manner  |
| 4                     | Measure/Maintain | Evaluate and review the change | Monitor and maintain the flexible work arrangement   |