

SEX DISCRIMINATION
FLEXIBLE WORKING QUESTIONS

- 1 Does the Respondent have a flexible working policy?
- 2 Please state the date on which this policy was introduced.
- 3 Please state the Respondent's procedure for making an application for flexible working.
- 4 Was my application for reduced working hours/job-share/career break made and/or processed in accordance with the Respondent's procedure for flexible working?
- 5 Why was my request for reduced working hours/job-share/career break refused?
- 6 Please state the identity, sex, marital status, number of dependents of the person(s) who made the decision to refuse my application for reduced working hours/job-share/career break.
- 7 When was the decision taken to refuse my request for reduced working hours/job-share/career break?
- 8 Please state the criteria which are applied by the Respondent in determining applications for flexible working.
- 9 Please state in what way I failed to meet the criteria for flexible working.
- 10 Please state whether the policy on flexible working covered my particular post, if not, state why not.
- 11 Please provide the staff profile for the [*insert department*] stating the sex, marital status, numbers of dependents, position, grade and date of appointment. State whether each employee works full or flexible hours.

- 12 Please state the number of applications for flexible working which have been received by the Respondent within the last three years. Please provide a breakdown of these applications by sex, marital status and numbers of dependents, position, grade and date of appointment. Please state whether or not the applications were successful and reasons why.

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) Minutes and papers or other documentation relevant to any meeting or communications relating to my request for reduced working hours/job-share/career break.
- b) The respondent's flexible working policy.