



FLEXIBLE WORK POLICY

Flexibility in work schedule is a win-win scenario. Our team is our main asset. Motivating and enabling our team to work more efficiently and effectively is thus a key objective. In a firm such as ours, unpredictability of workload can make flexible working more difficult to accommodate – but not impossible. Where there is clear communication between colleagues about their working arrangements and expectations, there are enormous benefits to both the firm and its team members in a flexible work schedule.

Common types of flexible working at our firm include:

- Lessened percentage of annualized hours on a permanent basis;
- Job sharing;
- Part-time;
- Working less or more than the normal hours, perhaps by working a four day week;
- Staggered hours — shifting hours of work to earlier or later in the day or breaking up the day;
- Lessened percentage of hours after leave on a temporary basis.