

**MANAGING
PEOPLE
Flexible
working: a step
towards
creating more
inclusive
workplaces**

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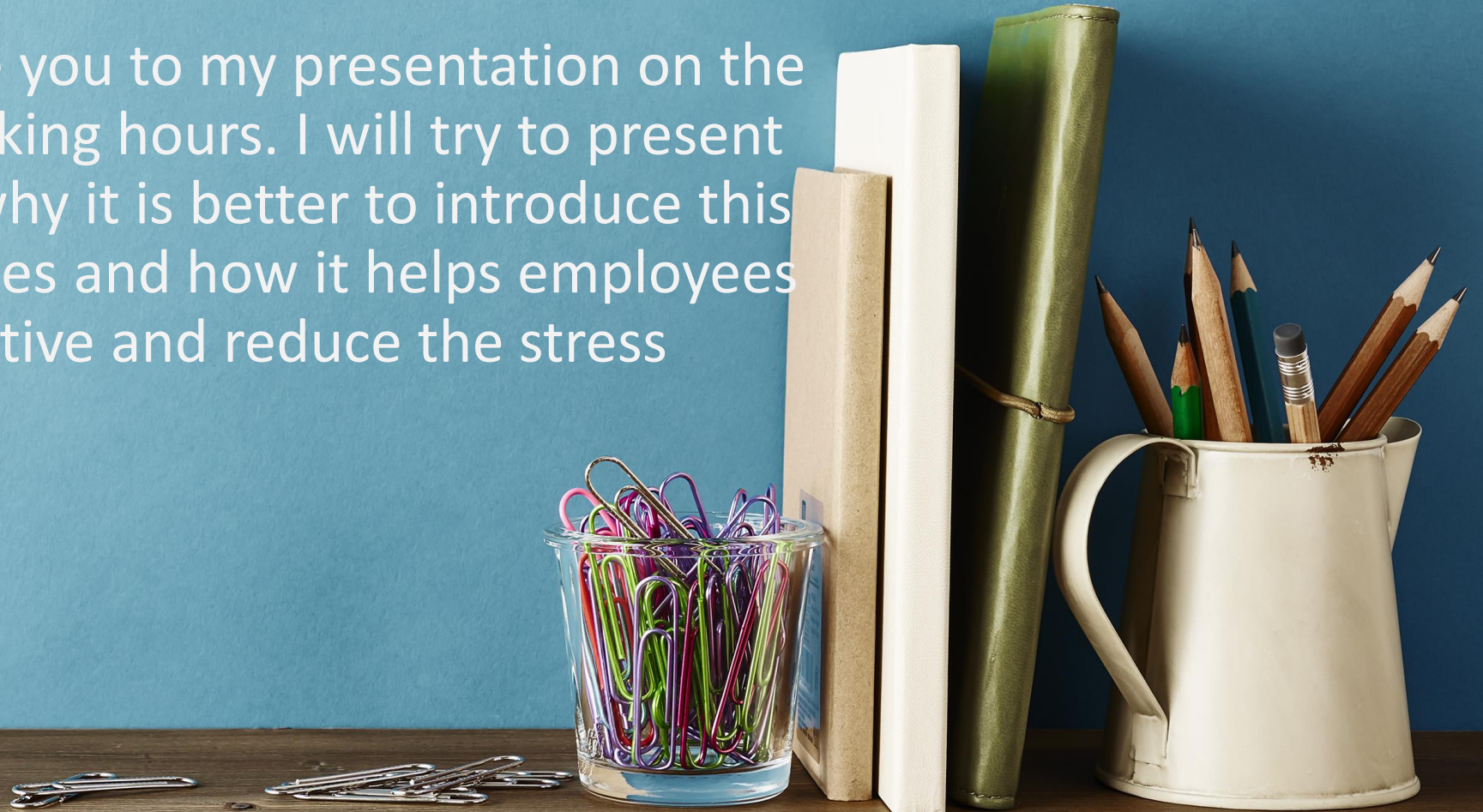
A background image showing two hands assembling wooden puzzle pieces. The hands are positioned on the right side of the frame, with one hand holding a piece and the other placing it into a larger structure. The puzzle pieces are light brown and have a natural wood grain. The background is a soft, out-of-focus indoor setting with warm lighting.

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INTRODUCTION

I would like to introduce you to my presentation on the benefits of flexible working hours. I will try to present my thesis and explain why it is better to introduce this model in more businesses and how it helps employees to be more productive and reduce the stress





What is flexible working?

During the pandemic, the word grew to mean not always being at the workplace, working remotely, or from home on occasion. According to the employment guidance agency Acas, flexible working also includes lowering your hours (for example, to a four-day week or part-time), changing your start or end time, or having flexibility around these, often known as flexitime. It may also mean working fewer but longer days per week, or sharing your position with someone else. You might work various hours on different days or shifts, for example, exclusively during the school year.

<https://www.bigissue.com>

Types of flexible working practices

1. Flexitime

The employee chooses when to start and end work (within agreed limits) but works certain 'core hours, for example, 10 am to 4 pm every day.

2. Part-time

Working fewer than full-time hours (usually by working fewer days).

3. Compressed hours

Working full-time hours but over fewer days.

4. Staggered hours

The employee has different start, finish and break times from other workers.

5. Working from home

It might be possible to do some or all of the work from home or anywhere else other than the normal place of work.

6. Job sharing

Two people do one job and split the hours.

W. J. Casper and C. M. Harris

The benefits of flexible working

Companies have employed work-life strategies to find, hire, and keep top talent. When workers are given leeway in determining how and when they get their jobs done, they feel as though their employers truly value them as people and their time outside of work. Improved feelings about one's employment and workplace ultimately lead to more dedication on the job. Past studies have shown that flexible work arrangements help businesses attract and keep talented workers because they increase employee satisfaction with their jobs and their commitment to the company. In addition, flexible work schedules have been shown to improve productivity, reduce employee turnover, and cut down on absenteeism. Therefore, businesses gain from adopting more adaptable work schedules. Therefore, the job itself was designed to be adaptable so that workers could choose their own hours, location, and workload. Some employees, primarily men, believe that flexible working methods lead to lower compensation and more job insecurity, despite the clear benefits of such activities. The same study found that although males see workplace flexibility as a means to inspire more loyalty to the company, women associate it with a more healthy work-life equilibrium. The data shows that women, not men, benefit more from and are more likely to be hired in flexible work settings because of parental ideology considerations. Women, as was observed in the prior study, are more likely to request and benefit from flexible work schedules. Nonetheless, more and more people are beginning to embrace flexible work schedules as a result of changing family dynamics, more women entering the workforce, and other factors. Work-life harmony may be attained by the adoption of more flexible employment policies. Flexible work schedules have been linked to improved mental health and lower stress levels in the workplace, according to studies.

S. Lewis and A. L. Humbert

N. Skinner and B. Pocock

Barriers to flexible working and how to overcome them

Barriers to flexible working

- Fear of change and a lack of awareness of what flexible working entails.
- A work environment where efficiency and quality of work are prioritized over attendance.
- The idea that being flexible at work indicates that a person is less aspirational or dedicated than their counterparts.
- The need to satisfy consumer needs as well as other operational concerns.
- Managers' opposition to flexible working.
- Negative opinions about trust and system misuse.
- Effective management of flexible workers requires the skills and competencies of line managers.
- Leadership and a lack of top-level backing not using the appropriate technology and systems.

Lott, Y. (2015)

Overcoming flexible working barriers

- Clear norms and processes should be established for flexible working.
- Make sure that HR, line managers, and employee roles and duties are all well stated.
- Advertise job openings as being open to flexible working throughout the recruitment process to promote flexible working.
- Make the most of technology while making sure it is quick, secure, and appropriate for the situation.
- Use pilot programs and trial periods to identify and address any potential problems.
- Establish monitoring and evaluation procedures for the effects of flexible working.
- Line managers should receive education and assistance on all facets of flexible working.
- Believe in your team!

Diversity and inclusion



The term "diversity and inclusion" refers to both the composition of a workforce and the procedures and policies put in place to break down barriers and guarantee that each employee has equal access to resources and support inside a firm. Achieving fairness and equity for all employees, regardless of their gender, ethnicity, nationality, sexual orientation, or age, is the ultimate objective. With a well-crafted diversity and inclusion strategy, a company may not only make better, more equitable hiring decisions but also promote a more positive work environment where staff members feel heard and encouraged. Diversity and inclusion ought to naturally reflect a business's larger aim to pursue justice and equality in all areas of conduct. This extends beyond the workplace and affects how the business selects its clients, communicates with customers, and develops new goods and services.

<https://www.wework.com/>

- **Role of HR**

While there are undeniable benefits on both ends, there are a number of considerations that should be baked into any contract. Human resources should take an active role in teaching workers about their schedule flexibility options and the benefits they may provide. Still, HR may need to approach line managers individually if they hold negative views of flexible work schedules. Human resources may need to assist in teaching upper-level employees about the benefits for the organization and how it may increase performance if there are no significant barriers to allowing flexible working. Human Resources is responsible for ensuring compliance with all laws on equality, discrimination, and flexible work arrangements whenever a request is made in this area. Therefore, HR must ensure that all requests are processed in a consistent and fair manner and that all decisions are backed up by sufficient evidence. Should flexible scheduling be allowed, supervisors may need guidance in developing new methods of leading their teams. Line managers with flexible teams need to have their performance regularly monitored to ensure that all employees are treated fairly.

Recommendations

- ❑ More and more companies start working with flexible working conditions
- ❑ To better promote the benefits of flexible working hours
- ❑ Offer specific training to deal with flexible working hours
- ❑ Support for managers and associates via the Internet with the construction of an HR-shared service center
- ❑ Addressing the need for flexible working hours
- ❑ Building a system to monitor workers for abuse of flexible working hours

CONCLUSION

This presentation looked at flexible working hours from a favorable standpoint. The analysis revealed that implementing flexible working hours provided certain benefits to both employees and employers. Furthermore, workplace flexibility allows employees to function outside of their job positions and helps people manage their professional and personal lives.

When it comes to flexible working hours, trust between employer and employee is critical. Flexible working hours may cause problems in the workplace if they are not supervised by management. More research on flexible working hours is needed to identify the downsides of such practices. Organizations may consider using Flexi-ability in the workplace only after examining flexible working methods from both positive and negative perspectives.

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