



A guide to
Dynamic Working



Ashfield Healthcare Communications



Dynamic Working...

Ashfield Healthcare Communications is successful because of our people. That's why we're so committed to retaining and recruiting the very best.

To ensure we support our most valuable asset we have a variety of formal flexible policies in place to help our people balance their work and home life. Dynamic Working has been created to recognise that we employ highly educated, motivated people who we trust to do great work – but who also have lives outside of work. So, we're now empowering you to take more control of where and when you work.

It's important to say that Dynamic Working is not about making any changes to your current terms of employment, and our standard working hours remain in place. However, to support greater flexibility we're introducing a new framework to enable you to better balance your working lives with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.



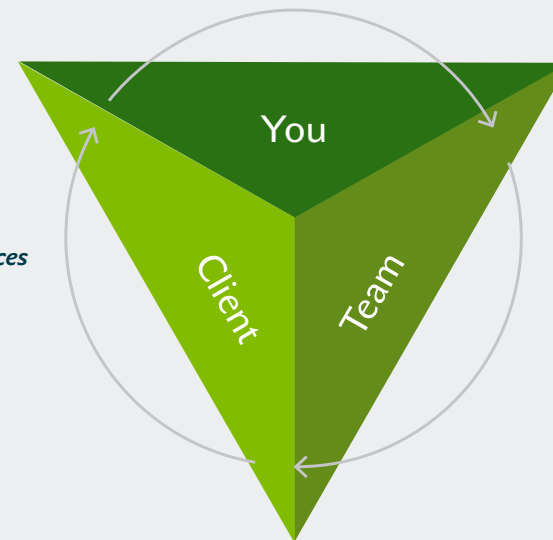
So, what is Dynamic Working?

Dynamic Working is about giving control of your working life back to you. So, if you need to leave early to attend that important school open day, you can. Or, if you decide to wait at home for that boiler breakdown engineer who has promised to come all week, you can! All that we ask as a company, is that you balance your needs with the needs of your clients, your colleagues and your team – and you keep delivering the great work that you already deliver to our customers.

To help everyone's understanding of what Dynamic Working is, we have created a simple set of principles.

We give all employees the **power to control where and when they work**

The employee **balances the needs of the customer** around when they work



And the **team dynamic** in terms of meetings, training and support

Principles of Dynamic Working



Your hours

When you work is up to you, so long as you are available at the times that your agency team has agreed on.



Your location

Where you work is up to you, so long as you deliver the great work that you always deliver, on time.



Availability

You will need to be present or available for team meetings, training or client calls.



Your colleagues

Consider your colleagues and the team you work in; if you need to cover for someone, please do so.



Training

When you're training or in a new role you may need to be present more regularly until you master it.



Teams

Some teams, especially those in support roles, will need to be available in offices more regularly to provide face-to-face service.



Working pattern

We can accommodate most working arrangements – and will say no only where there is a clear impact on the business.



Work life balance

We think everyone can work this way and keep life, colleagues and clients happy. Where that doesn't happen we will need to look at alternative ways of working with you.