

Flexible working checklist

for employers and people professionals

Before you begin the process of implementing flexible working in your organisation, use this checklist to help you identify its facilitators and barriers.

Facilitators of flexible working

Facilitators	Description	Notes
Healthy organisational culture	<p>My organisational culture:</p> <ul style="list-style-type: none"><input type="checkbox"/> encourages listening to employees<input type="checkbox"/> makes flexible working easy to request<input type="checkbox"/> empowers employees to feel comfortable enough to ask for flexible working<input type="checkbox"/> avoids stigmatising flexible workers<input type="checkbox"/> communicates consistent messages about the value the organisation places on flexible working<input type="checkbox"/> prioritises performance over visibility	
Support from senior leaders	<p>Senior leaders in my organisation offer their support by:</p> <ul style="list-style-type: none"><input type="checkbox"/> acting as champions and sponsors for flexible working<input type="checkbox"/> speaking to employees about flexible working<input type="checkbox"/> role-modelling flexible working	
Flexible working strategies and policies	<p>My organisation:</p> <ul style="list-style-type: none"><input type="checkbox"/> has put in place a strategy for attracting and retaining talent which explicitly includes flexible working<input type="checkbox"/> builds flexible working into its diversity and inclusion (D&I) policies, making flexible working part of our approach to increasing D&I in the organisation	
Health and well-being commitment	<p>My organisation:</p> <ul style="list-style-type: none"><input type="checkbox"/> makes flexible working part of its overall commitment to health and well-being<input type="checkbox"/> actively promotes the option of flexible working to parents and carers	

Facilitators	Description	Notes
Planning and trialling of flexible working	<input type="checkbox"/> I'm able to put plans in place before implementing flexible working arrangements to minimise any negative impact they may have <input type="checkbox"/> My organisation gives people the opportunity to work flexibly and encourages them to trial different ways of flexible working	
Universal availability of flexible working	<input type="checkbox"/> My organisation makes flexible working available across the entire organisation and different job roles, regardless of employees' reasons for wanting to work flexibly	
Sufficient IT support	<input type="checkbox"/> Our technology and IT infrastructure supports and enables flexible working	
Practical tools	<input type="checkbox"/> We help enable flexible working by providing managers and employees with readily-available guidance and tools	
Support from HR	<input type="checkbox"/> Our HR function is supportive, providing managers and employees with guidance and advice on flexible working	
Career progression	<input type="checkbox"/> We're developing and sharing testimonies, using examples of senior stakeholders who work flexibly, to show that progression is possible whilst working flexibly	

What to do

If you selected most of these facilitators, that's a great start! The next step is to read our research-backed guidance on measuring and evaluating the impact of enabling flexible working in the workplace, which you can find inside our **flexible working toolkit**. Take a look at how other organisations have implemented flexible working by exploring our **detailed case studies**.

Barriers to flexible working

Barriers	Description	Notes
Lack of suitability of flexible working	<p>In my organisation/industry, certain flexible working arrangements are:</p> <ul style="list-style-type: none"><input type="checkbox"/> difficult to implement<input type="checkbox"/> just not suitable	
Challenging nature of job design	<ul style="list-style-type: none"><input type="checkbox"/> I struggle to design jobs for flexible workers in my organisation/industry	
Organisational demands outstrip flexible working implementation	<ul style="list-style-type: none"><input type="checkbox"/> Increased operational pressures and/or changes in organisational demands make it difficult to implement/maintain flexible working	
Organisational time and expenditure	<ul style="list-style-type: none"><input type="checkbox"/> When dealing with large volumes of flexible working applications, we encounter difficulties with rostering to accommodate different flexible working schedules<input type="checkbox"/> Organisational costs affect the budget and structure I need to support flexible working	
Problematic policies	<ul style="list-style-type: none"><input type="checkbox"/> Organisational policies impose restrictions when implementing flexible working (eg laptops at the employee's expense)	
Lack of fairness	<ul style="list-style-type: none"><input type="checkbox"/> My organisation struggles to achieve fairness when implementing flexible working (eg giving those with fewer options to work flexibly the opportunity to do so)<input type="checkbox"/> A minority of flexible workers takes advantage of our flexible working policies, creating problems in its wider implementation	

What to do

If you find yourself encountering more barriers than facilitators, take a look at the benefits of flexible working; you'll need to understand these in order to argue the **business case** for flexible working. Check out our **flexible working toolkit** for practical tools and resources to help you implement this way of working in your organisation.