

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"> encourages listening to employees makes flexible working easy to request empowers employees to feel comfortable enough to ask for flexible working avoids stigmatising flexible workers communicates consistent messages about the value the organisation places on flexible working 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"> acting as champions and sponsors for flexible working speaking to employees about flexible working role-modelling flexible working 	
Flexible working strategies and policies	<p>My organisation:</p> <ul style="list-style-type: none"> has put in place a strategy for attracting and retaining talent which explicitly includes flexible working 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"> makes flexible working part of its overall commitment to health and well-being actively promotes the option of flexible working to parents and carers 	

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

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	In my organisation/industry, certain flexible working arrangements are: difficult to implement just not suitable	
Challenging nature of job design	I struggle to design jobs for flexible workers in my organisation/industry	
Organisational demands outstrip flexible working implementation	Increased operational pressures and/or changes in organisational demands make it difficult to implement/maintain flexible working	
Organisational time and expenditure	When dealing with large volumes of flexible working applications, we encounter difficulties with rostering to accommodate different flexible working schedules Organisational costs affect the budget and structure I need to support flexible working	
Problematic policies	Organisational policies impose restrictions when implementing flexible working (eg laptops at the employee's expense)	
Lack of fairness	My organisation struggles to achieve fairness when implementing flexible working (eg giving those with fewer options to work flexibly the opportunity to do so). 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.