

# Flexible Work Policy

## 1. Purpose

Davki recognises that flexible work can support employee wellbeing, workforce participation, retention and productivity when implemented in a way that is operationally effective and fair. This Policy sets out Davki's approach to flexible work arrangements and the process for requesting, assessing and managing flexibility in the workplace.

Davki is committed to considering flexible work requests reasonably and in accordance with operational requirements, applicable legislation and the nature of the employee's role.

## 2. Scope

This Policy applies to:

- full-time employees
- part-time employees
- eligible casual employees where applicable under law
- managers and leaders responsible for considering and managing flexible work requests

This Policy applies to flexibility in relation to work arrangements, work patterns and work locations where such flexibility is compatible with the operational needs of the business and the inherent requirements of the role.

## 3. Policy Statement

Davki supports flexible work arrangements where they are operationally viable, lawful, fair and consistent with service delivery requirements. As a provider of security, concierge and operational support services, Davki acknowledges that some roles require fixed onsite attendance, rostered coverage, site-specific presence or direct client-facing service, which may limit the forms of flexibility available.

Davki will consider flexible work requests on a case-by-case basis, having regard to:

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- the employee's circumstances
- the requirements of the role
- client and site obligations
- team and roster impact
- work health and safety considerations
- business continuity and operational effectiveness

Flexible work is not an automatic entitlement in every form or role, but requests will be assessed genuinely, reasonably and in accordance with applicable workplace laws.

#### 4. Objectives

The objectives of this Policy are to:

- support lawful and fair consideration of flexible work requests
- promote retention and workforce participation where practicable
- assist employees to balance work and personal responsibilities
- maintain service quality, operational reliability and client commitments
- provide a clear process for requesting and reviewing flexible work arrangements

#### 5. Types of Flexible Work Arrangements

Depending on the role and operational context, flexible work arrangements may include:

- changes to start and finish times
- adjusted roster patterns
- part-time work arrangements
- changes to days of work
- compressed hours where operationally suitable
- temporary variation of hours
- job redesign or modified duties where appropriate
- remote or hybrid work for roles that can be effectively performed offsite
- short-term flexibility arrangements to manage temporary circumstances

Not all forms of flexibility will be suitable for all roles. Frontline, site-based, security, concierge and client-facing positions may have less scope for remote work or unrestricted roster flexibility due to operational and contractual requirements.

#### 6. Eligibility and Legislative Considerations

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Davki recognises that under Australian workplace law, certain employees may have a statutory right to request flexible working arrangements, including in circumstances relating to:

- parenting or caring responsibilities
- disability
- pregnancy
- family or domestic violence
- supporting an immediate family or household member experiencing family or domestic violence
- being aged 55 or older
- other circumstances protected by law

Davki will assess requests in accordance with applicable legislative requirements, including any obligation to consult, respond within required timeframes and only refuse on reasonable business grounds where relevant.

## 7. Request Process

Employees seeking a flexible work arrangement should submit a request in writing to their manager or the relevant HR / People and Culture contact.

The request should include:

- the type of flexibility sought
- the proposed start date
- whether the arrangement is temporary or ongoing
- the reason for the request, where relevant
- any information the employee wishes Davki to consider in assessing the request

Davki may request further information where necessary to properly assess the request.

## 8. Assessment of Requests

Flexible work requests will be assessed on a case-by-case basis having regard to matters including:

- the employee's role and inherent duties
- the need for onsite presence or roster coverage
- client and operational requirements
- the impact on service delivery and team operations
- practical supervision and communication needs
- workplace health and safety considerations
- the reason for the request

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- alternatives that may achieve a workable outcome

Davki may approve a request:

- in full
- in a modified form
- on a temporary or trial basis
- subject to conditions
- or decline the request where it is not operationally sustainable or cannot be accommodated on reasonable business grounds

## 9. Reasonable Business Grounds

A request may be declined where there are reasonable business grounds to do so, which may include:

- inability to maintain adequate site or roster coverage
- significant negative impact on client obligations or service delivery
- impracticality of reorganising work among existing employees
- inability to recruit replacement coverage
- work health and safety risks
- excessive cost or operational disruption
- the role requiring physical presence at a particular site or during fixed hours

Where a request cannot be approved as submitted, Davki may discuss alternative arrangements with the employee.

## 10. Trial Arrangements and Review

Davki may approve flexible work on a trial basis to assess operational suitability, service impact and effectiveness.

Trial arrangements may:

- be documented in writing
- specify start and review dates
- include performance or operational conditions
- be varied, extended or concluded following review

Approved flexible work arrangements may be reviewed periodically to ensure they remain workable, safe and consistent with business needs.

## 11. Employee and Manager Responsibilities

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## Employees

Employees with an approved flexible work arrangement are expected to:

- comply with the agreed arrangement
- continue to perform their duties to the required standard
- maintain communication and availability as required
- notify Davki if circumstances change
- comply with all relevant policies, procedures and lawful directions

## Managers

Managers are responsible for:

- assessing requests fairly and reasonably
- consulting with HR / People and Culture where required
- considering operational, legal and safety implications
- documenting outcomes appropriately
- reviewing approved arrangements as required

## 12. No Guarantee of Ongoing Arrangement

Unless otherwise agreed in writing, flexible work arrangements may be subject to review and may be varied or withdrawn where:

- operational requirements materially change
- the arrangement is no longer workable
- service delivery is adversely impacted
- the employee changes role, location or duties
- the arrangement was approved on a temporary or trial basis only

Davki will act reasonably in reviewing or varying any approved arrangement and, where appropriate, will consult with the employee before changes are made.

## 13. Non-Discrimination and Fairness

Davki will not tolerate discrimination, adverse treatment or victimisation against an employee for requesting flexible work or for having an approved flexible work arrangement.

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All employees are expected to treat colleagues with respect and professionalism, regardless of work pattern or approved flexibility.

## 14. Related Documents

This Policy should be read together with:

- Employment contracts
- Leave Policy
- Diversity, Equity and Inclusion Policy
- Women in Leadership and Inclusive Workplace Policy
- Workplace Behaviour Policy
- WHS Policy
- applicable legislation and industrial instruments

## 15. Review

This Policy will be reviewed periodically and at least every two years, or earlier where:

- legal requirements change
- operational needs change
- review outcomes indicate improvement is required

### Signed and Acknowledged

CEO Davki | EiMalo

*Michael Daric*



**Owner:** Executive Leadership / People and Culture

**Effective Date:** [1<sup>st</sup> December 2025]

**Review Date:** [2<sup>nd</sup> December 2026]

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