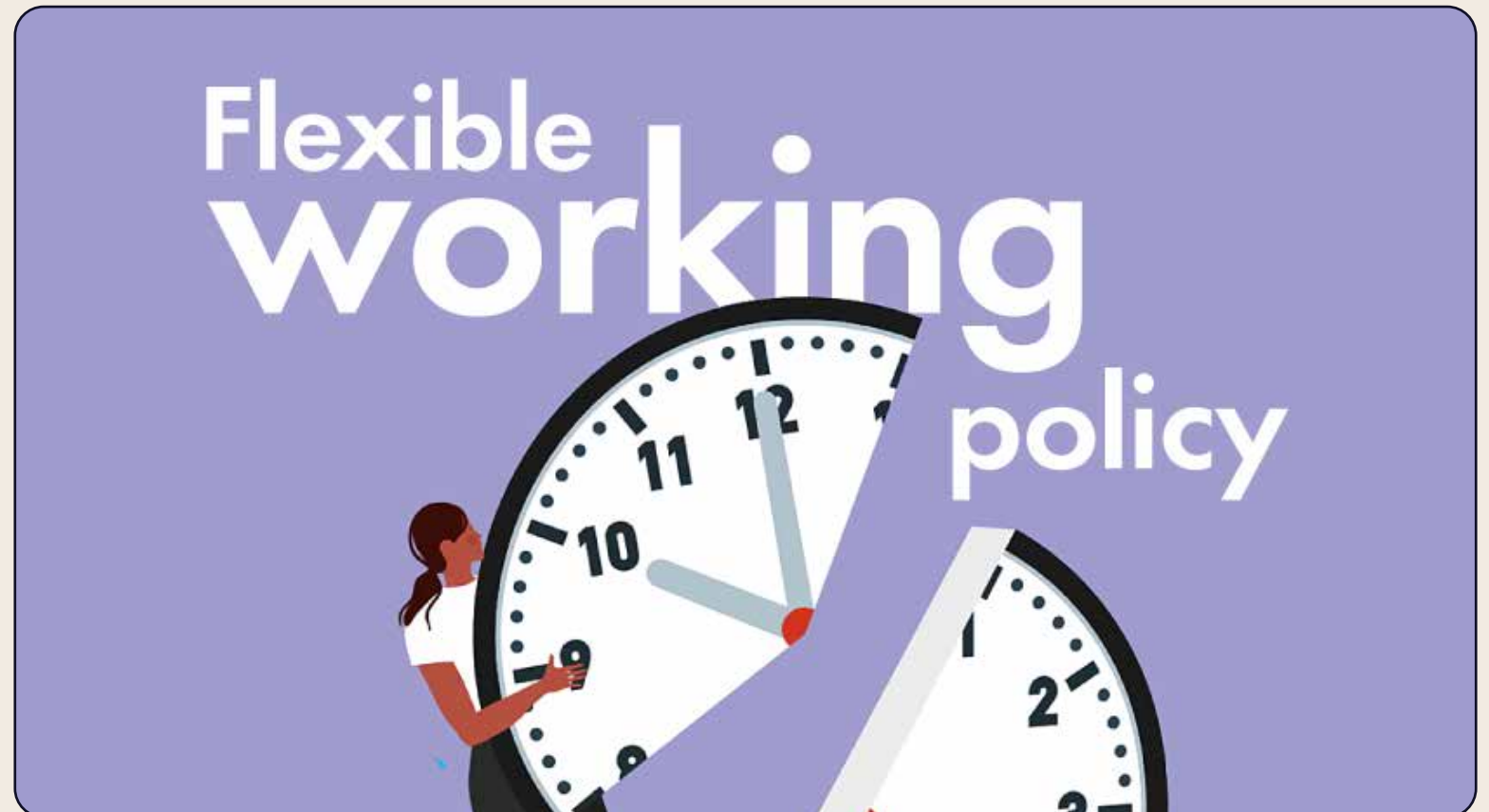


Flexible working policy



Amy Cowpe
COO at CharlieHR

At Charlie, we want to give you the flexibility you need to do your best work. We know hard work is not about the time you spend in the office. But we also believe in the importance of working together under the same roof to foster a positive social atmosphere and boost productivity.

With this in mind, we set 'core work hours' to allow you to create flexible working patterns depending on what suits you best.

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○ **What are core work hours?**

Core work hours define a period of hours where everyone is expected to be in the office.

Charlie’s core hours are 10am–3pm Monday to Thursday, and 10am–6pm on Fridays.

Outside of these hours, you can work wherever and whenever you like.

We expect you to finish the same amount of work you’d get done in a normal 10am–6pm day – you can just do it whenever you want.

○ **What can I use core work hours for?**

You can use core work hours to adjust your working patterns to your needs and preferences.

For example, you may find that you are most productive from:

- 8am – 4pm
- 9am – 5pm

Want to head to the gym at 4pm? Go ahead. Need to get out in time for the school run? No problem.

○ **How should I use core hours?**

We expect you to be in the office during Charlie’s core hours, but you can move the remaining working hours around as you wish.

To make sure we make the most of this flexibility, we ask you to:

- Communicate with your team. Let them know where you are and when they can expect to be able to reach and hear back from you.
- Please don’t disappear off the radar! You should generally be contactable if and when your team needs you.

Find out more about why we decided to set up core hours at Charlie.