
PEOPLE AND CULTURE POLICY

Flexible Working, Right to Disconnect and Working From Home Policy

Balancing work with family, culture, community and life

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Employees of THRIV3 (flexibility principles extend to volunteers by agreement under the Volunteer Management Policy)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Leave and Parental Leave Policy; Work Health and Safety Policy; Technology, Internet, Email and Artificial Intelligence Policy

1. Purpose and Scope

THRIV3 (Indigenous Corporation) supports flexible ways of working that help people balance work with family, cultural and community responsibilities, while keeping programs running for community. This policy covers flexible working requests, the right to disconnect, and working from home.

2. Flexible Working Requests

Eligible employees (12 months of service, including eligible regular casuals) may request flexible working arrangements under section 65 of the Fair Work Act 2009 (Cth) if they are a parent of a school-aged or younger child, a carer, have a disability, are 55 or older, are pregnant, or are experiencing family and domestic violence (or caring for a household or immediate family member who is).

Requests are made in writing, setting out the change sought and the reasons. THRIV3 will:

- discuss the request genuinely with the employee and try to reach agreement
- respond in writing within 21 days
- refuse only on reasonable business grounds, explaining the grounds, what alternatives were considered, and the employee's right to dispute the decision, including in the Fair Work Commission.

Flexibility can include changed start and finish times, compressed hours, part-time arrangements, job sharing, changed rosters and working from home. THRIV3 also considers flexibility requests from employees outside the statutory categories wherever operations allow, including for cultural obligations.

3. Right to Disconnect

Employees have the right to refuse to monitor, read or respond to contact (or attempted contact) from THRIV3, or from third parties about work, outside their working hours, unless the refusal is unreasonable. Whether refusal is unreasonable depends on factors including the reason for the contact, the level of disruption, compensation for availability, the employee's role and responsibility, and personal circumstances.

In practice at THRIV3:

- no one is expected to respond to routine emails, messages or calls outside their working hours
- genuine emergencies, on-call arrangements agreed in advance, and safety check-ins for remote work are reasonable contact
- managers model healthy boundaries and do not treat responsiveness outside hours as a measure of commitment
- disputes are raised first with the CEO and may be taken to the Fair Work Commission if unresolved.

4. Working From Home

Working from home may be approved where the role suits remote work, performance can be supported, and the home workspace is safe.

Approval and arrangements

Working from home requires prior approval from the CEO or your manager, recorded in writing with the agreed days, hours and contact expectations. Arrangements are reviewed regularly and may be adjusted or withdrawn with reasonable notice where operational or safety needs require.

Health and safety at home

Your home workspace is a workplace when you work there. Before approval you must complete a workstation and safety self-assessment covering desk and chair setup, lighting, electrical safety, trip hazards and emergency exits. Report any work-related injury at home under the Work Health and Safety Policy.

Equipment, security and costs

THRIV3-provided equipment remains THRIV3 property and must be cared for and returned on request. Use THRIV3 systems securely: lock devices, protect confidential information from household members, and follow the Technology, Internet, Email and Artificial Intelligence Policy. Personal running costs (power, internet) remain the employee's responsibility unless otherwise agreed in writing.

Attendance and performance

Normal expectations apply when working from home: work your agreed hours, be contactable, record time accurately, attend required meetings (in person where needed) and deliver agreed outcomes.

5. Responsibilities and Review

The Board owns this policy. The CEO decides flexible work and working from home requests fairly and consistently, and reviews this policy annually. Managers support flexibility while maintaining service to community. Employees use arrangements honestly and raise problems early.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026