

Kaupapa here | Flexible Working Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to employees of MIT | Unitec, including permanent staff, and those on fixed-term contracts (collectively referred to as **kaimahi** in this policy document).

This policy relates to flexible working arrangements permissible by legislation.

Out of scope of this policy (and supporting procedures) are matters relating to:

- a) Family violence. The Domestic Violence Policies for MIT and Unitec outline the principles and expectations that apply for each around short-term flexible working requests to address this issue.
- b) Legislative requirements relating to health and safety. These are covered in the Wellbeing and Safety Policy and relevant [WorkSafe regulations](#).

Mokamoka whakaaetanga | Approval details

Version number	1	Issue date	January 2026
Approval authority	TTG	Date of approval	December 2025
Policy sponsor (has authority to make minor amendments)	People and Culture Director	Policy owner	People and Culture Director
Contact person	People and Culture Director	Date of next review	TBC

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	January 2026	People and Culture	Rebranded from Te Pūkenga to MIT Unitec. Minor changes to content to reflect change from NZIST Te Pūkenga to MIT Unitec

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1. Pūtake | Purpose

The purpose of this policy is to establish the principles under which MIT|Unitec will give consideration and application to flexible working arrangements.

2. Ngā Mātāpono | Principles

- 2.1 MIT|Unitec is committed to being a good employer and will support flexible work arrangements for kaimahi under the provision of Part 6AA of the Employment Relations Act 2000.
- 2.2 MIT|Unitec will fairly and reasonably consider flexible working requests, communicate in a transparent manner and recognise equity in application.
- 2.3 Flexible working arrangements should, on balance, demonstrate benefit and fairness to all parties.
- 2.4 MIT|Unitec recognises that enabling kaimahi to work flexibly can:
 - a) assist kaimahi, whether temporary or for long periods of time, with managing multiple responsibilities, needs and/or wellbeing considerations
 - b) assist the organisation to maintain continuity of business when locations of work are unavailable
 - c) benefit MIT|Unitec with greater access to talent and kaimahi maintaining their connection within their community and whānau.
- 2.5 MIT|Unitec recognises the benefit that having kaimahi present on campus provides for ākonga, other kaimahi and MIT|Unitec communities, and aim to balance this with the flexible working needs of kaimahi.
- 2.6 MIT|Unitec will complete reviews of flexible working arrangements. Reviews will be completed to support clarity of expectations, delivery of outcomes, kaimahi engagement and wellbeing and safety requirements.
- 2.7 MIT|Unitec may require kaimahi to work remotely for temporary periods due to business continuity reasons. MIT|Unitec will coordinate and manage these situations as supportively and proactively as possible for kaimahi wellbeing.

3. Ngā Tikanga | Definitions

Term	Definition
Flexible working	An adaptation to the standard time kaimahi may start or finish their working hours, where they are located to complete their work and how they may undertake or complete their work delivery.

4. Ngā Hononga ki Tuhinga kē | Links to Other Documents

<p>Ngā Kaupapa-Here e Hāngai ana Related policies</p> <p>Interim Wellbeing and Safety Policy Code of Conduct (MIT and Unitec)</p>
<p>Ngā Tukanga me ngā Hātepe Processes, procedures</p>
<p>Ture whai take Relevant legislation</p> <p>Employment Relations Act 2000</p>