

Information Pack

The standard for organisations that lead the way in modern work

WHY DO THE ACCREDITATION?

Flexible working is now one of the most valued factors and the second most attractive selling point after pay. Many employers are already doing this well, realising significant benefits for performance, retention, and recruitment.

82% of workers in Scotland use or want flexible working*

83% of workers say flex makes them more likely to stay with their employer*

85% of business leaders say flexible working has a positive impact*

Yet organisations that do this well often do it quietly, and without the independent proof to turn a great culture into a genuine competitive advantage.

The Flexible Workplace Accreditation changes that.

It is an evidence-based, staff-led mark of recognition that demonstrates your approach with confidence - to your people, your candidates, your customers, and your funders.

**Source: Flex for Life 2026, Flexibility Works*

MORE THAN A BADGE

The Flexible Workplace Accreditation is an independent signal of your culture and leadership, verified by your people and grounded in real-world evidence. Developed with employers and built by experts, it gives you something most employers don't have: the proof of your flexible culture.

Leverage your flex with the Flexible Workplace Accreditation:

- Stand out in recruitment and attract a wider, more diverse pool of candidates
- Strengthen employee retention, engagement, and trust by demonstrating your organisation's commitment to flex
- Strengthen funding and tender applications with demonstrated, independently verified credibility that shows commitment to Fair Work and the Employment Rights Act
- Create meaningful opportunities for teams to connect, reflect, and feel genuinely heard building pride and involvement long after the accreditation is awarded

> *These days, I think most organisations recognise the importance of flexible working, but many are still working out what good looks like in practice. It isn't a one size fits all approach — it varies by business, role, and the needs of a multigenerational workforce. The Flexible Workplace Accreditation gives organisations a straightforward, practical framework and support to help them get there.*
>
> *Lisa McPherson, Group People Director UK & Europe, City Facilities Management Holdings (UK) Ltd and Advisory Board Member, Flexibility Works*

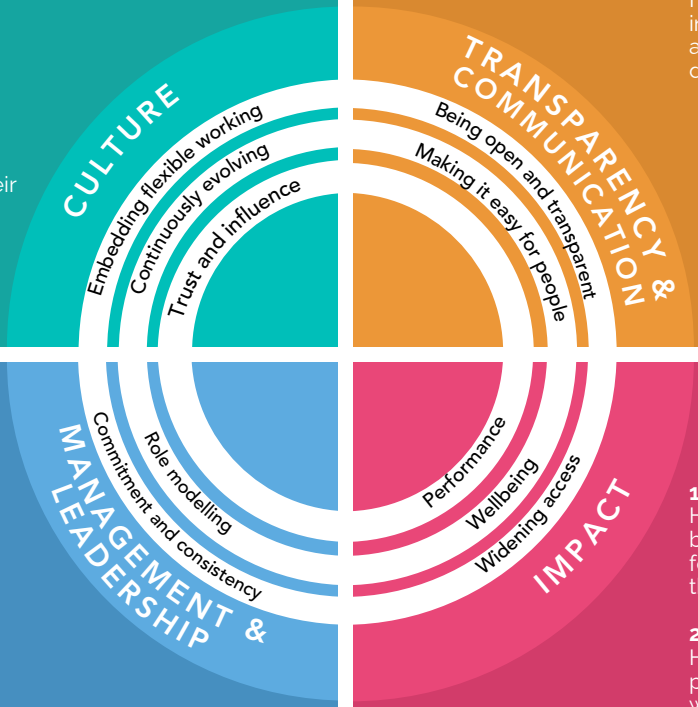
THE FLEXIBLE WORKPLACE FRAMEWORK

We evaluate your organisation against a bespoke, best-practice framework
We look at four key areas:

1 .Embedding flexible working:
How flexible working is part of everyday working life, shaping behaviours, decisions and policies.

2.Continuously evolving
How the organisation gathers feedback on flexible working and uses this to review and improve their approach over time.

3.Trust and influence
How people can influence their working arrangements and how far people are trusted to work flexibly – whatever their personal reason.



1.Being open and transparent
How clearly people understand what flexible working options are available to them and what is and isn't possible.

2.Making it easy for people
How easy it is for people to find information about flexible working and understand how to request or discuss it.

1. Commitment and consistency
How leaders and managers demonstrate commitment to flexible working and apply it consistently.

2. Role modelling
How visible flexible working is within leadership and management, with leaders leading by example.

1.Widening access
How flexible working removes barriers and opens opportunities for a wide range of people to join the organisation and progress.

2.Wellbeing
How flexible working supports people's physical and mental wellbeing in practice.

3.Performance
How flexible working contributes to individual and organisational performance.

THE PROCESS

The process takes around 6–8 weeks and we do the heavy lifting. We provide a clear, structured approach designed to give you meaningful insight, practical actions, and maximum return on your investment, without placing unnecessary demands on your team.

We Do the Heavy Lifting

We manage the full accreditation process, from surveys and focus groups to meetings and reporting, while you support communication, scheduling, and access to people and relevant documents.

> *Achieving accreditation as a flexible workplace was an important milestone for Social Investment Scotland, reflecting our commitment to embedding flexible working into how we operate.*
>
> *Sharon Gillies, Chief Operating Officer, Social Investment Scotland*

1. DISCOVERY CALL

We understand your organisation, goals, and readiness, and make sure this is right for you.

2. KICK-OFF SESSION

We walk you through the framework, agree timelines, and align on what we'll review together.

3. LISTENING TO YOUR TEAM

Staff survey plus facilitated focus groups and manager sessions. We design and run everything.

4. EVIDENCE REVIEW

We review your policies, job adverts, and how flexible working is communicated internally and externally.

5. FINDINGS REPORT

Strengths, development areas, and recommendations, plus your accreditation outcome.

6. FINDINGS MEETING

We walk through results together and plan your next steps to maximise your accreditation.

7. CELEBRATE YOUR SUCCESS

Achieving Flexible Workplace Accreditation is something to be proud of. We'll help you celebrate and promote your achievement with an accreditation plaque, digital badge, a profile on our website and promotion across our channels.

8. ONGOING SUPPORT

2-year accreditation with regular check-ins, a practical toolkit, and access to our peer community of accredited employers.

WHAT YOU RECEIVE

We're with you throughout, not just at the point of accreditation. You get direct access to our expertise and a team that genuinely wants you to succeed.

What your organisation receives

- Two-year accredited status with regular check-ins to support progress and continuous improvement
- An independently earned accreditation badge, awarded by your staff, not self-declared
- A clear findings report with strengths, data, insights, and recommended actions
- Employee engagement. A structured survey and facilitated conversations give you the chance to hear what your people are saying
- Expert support. Working with a team of experts, access to resources, case studies, and direct guidance from our team
- Employer brand assets. Ready-to-use materials for recruitment, your website, tenders, and awards
- A peer network. Connection to a growing network of accredited employers across Scotland

> *The accreditation helps us show we really care about people... and connect with like-minded organisations.*
>
> *John McMorrow, CEO, Melville Housing Association*

INVESTMENT

Flexible Workplace Accreditation (Two Years)

The cost of accreditation is based on organisation size and the level of employee engagement involved, with fees typically starting from around £2,000 for smaller organisations. Charity discounts are applied where appropriate.

Our approach is designed to give a meaningful picture of flexible working across your organisation, so costs are directly linked to the time required to engage employees, review evidence and provide tailored recommendations.

We are always mindful that accreditation is an investment and work efficiently to deliver maximum value.

The fee includes the full accreditation journey: employee insight gathering, evidence review, recommendations report, accreditation award, ongoing support from the Flexibility Works team, and access to a growing network of accredited Flexible Workplaces.

An invoice for 50% of the total fee will be issued on confirmation of the project, with the balance payable on completion.

WHO WE ARE

Flexibility Works is Scotland's leading workplace flexibility consultancy.

Founded by Nikki Slowey and Lisa Gallagher, two of the UK's most recognised experts in the field, our team brings over 30 years of combined experience in shaping effective, flexible work environments. We also offer consultancy, training, and speaking, but the Flexible Workplace Accreditation, launched April 2026, is our flagship.



flexibilityworks〉

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