

### **FEPS Core Hours for Meetings and Seminars**

As a Faculty, we have a core-hours policy. These hours are 9.30am to 4pm Monday to Friday, excluding university closure days and public holidays. These core hours allow those with caring commitments, and those who work flexibly, to maintain a healthy work-life balance, while ensuring they can participate fully in departmental life.

Regularly scheduled Faculty, School and Department get-togethers (for example; committee meetings, staff meetings, colloquia, seminars) should be arranged to start and finish within these hours. This will ensure that the maximum number of people can attend these key events, ensuring widespread dissemination of critical information and avoiding unintended exclusion of some staff.

Regular meetings should also be scheduled wherever practicable with respect for the working pattern of part-time staff. This means on a normal working day for part-time staff, or so that the day of a particular meeting rotates to permit part-time staff to attend regularly, if not on all occasions.

Ad-hoc meetings or one-off events that need to be arranged outside of these core hours should be organised at times that are agreed by all attendees.