

6 October 2023

Tēnā koe 

Thank you for your request to the Department of Conservation, received on 11 September 2023, in which you requested various documents concerned with our policies and guidelines on flexible/remote/hybrid working arrangements and reasonable accommodations.

We have considered your request under the Official Information Act 1982.

Your questions and our responses are listed below:

1. *Policies, guidelines, and/or general information provided to DOC employees regarding working from home or other flexible/remote/hybrid working arrangements that were in effect before 21 March 2020*

*and*

*Policies, guidelines, and/or general information provided to DOC employees regarding working from home or other flexible/remote/hybrid working arrangements that have been put in place or changed on or after 21 March 2020.*

Policies and guidelines which were in place before 21 March 2020 (concerning flexible work) are provided as attachment 1. For your reference a further breakdown of documents released is outlined in the schedule of documents table below.

ITEM	DATE	DOCUMENT DESCRIPTION	DECISION
1	27 September 2019	Flexible Work Arrangements Policy	Released in full
2	June 2020	Manager guide to flexible work	Released in full
3	June 2020	Staff guide to flexible work	Released in full

Please note that there have been no changes made to our flexible work policies from the date noted. This is because they are still seen as fit for purpose.



For further context in 2018 Ministers committed to the Gender Pay Gap Action Plan milestone that by the end of 2020 all agencies will be flexible-by-default. We met that milestone with the development of our Flexible work policy and guidelines in 2019. In this respect our working from home/flexible work policies and guidelines have not required amendment in that they continue to meet our organisational needs.

2. *Policies, guidelines, and/or general information regarding reasonable accommodations for disabled employees at DOC that were in effect before 21 March 2020.*

*and*

*Policies, guidelines, and/or general information regarding reasonable accommodations for disabled employees at DOC that have been put in place or changed on or after 21 March 2020.*

A policy for reasonable accommodations is still to be developed.

For your reference information held by DOC on Reasonable Accommodation for disabled employees is available online via our collective agreement. Section 1.8.2 of our collective agreement covers reasonable accommodation and is publicly available via <https://www.doc.govt.nz/Documents/about-doc/jobs-at-doc/psa-doc-collective-agreement.pdf>

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28(3) of the Official Information Act.

Please note that this letter (with your personal details removed) and attached documents may be published on the Department's website.

Nāku noa, nā



Karyn Thompson  
**Chief People Officer**  
**Department of Conservation**  
*Te Papa Atawhai*