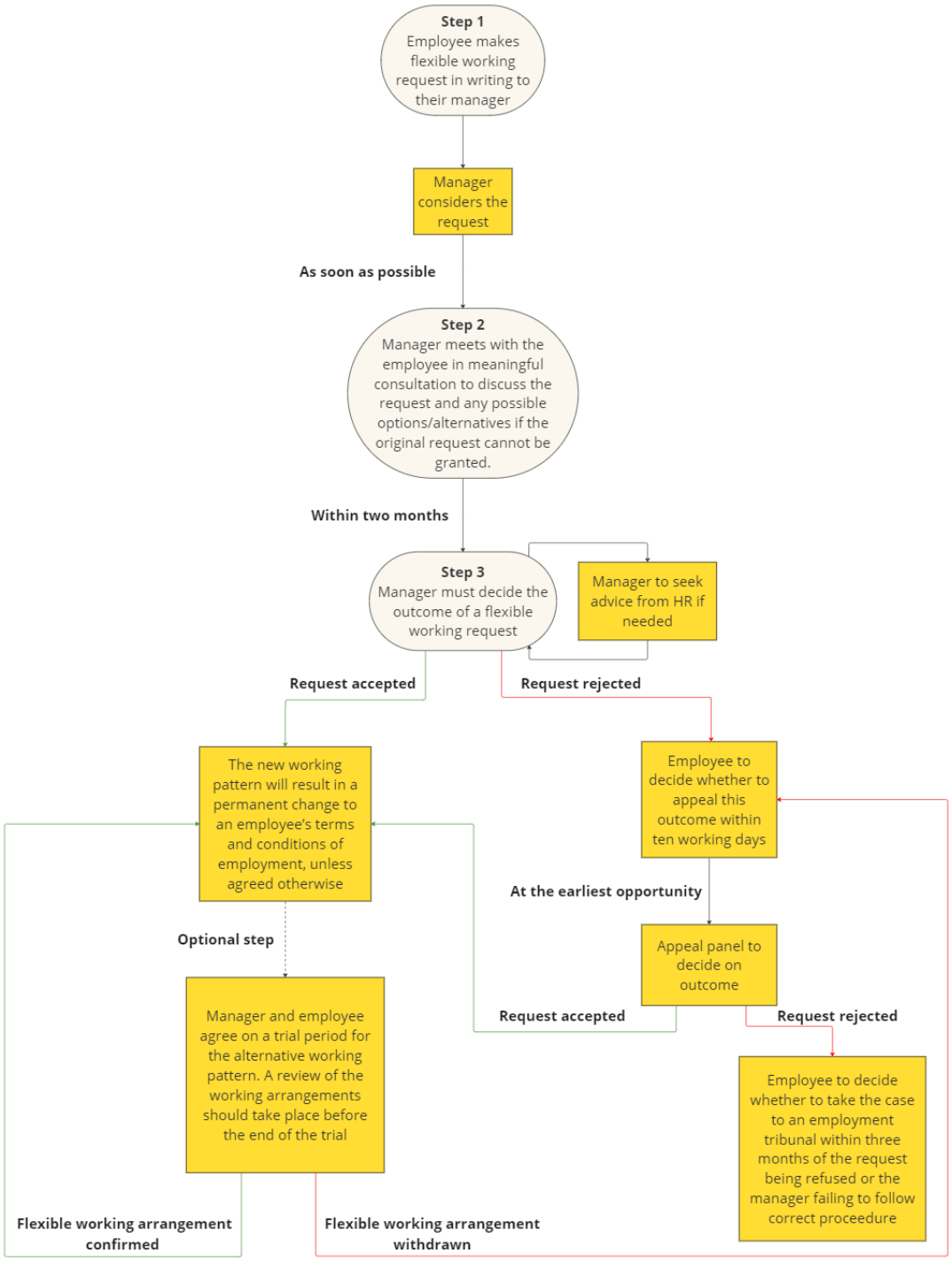Flexible working flow chart – April 2024